

Student Name: _____

THE RESERVIST



People taking care of People

<http://cgweb.ppc.uscg.mil/>

<http://www.uscg.mil/ppc/>

Course Overview

Welcome

Introductions & Expectations

CWO David Cota – 785-339-2252 – David.Cota@uscg.mil

Karen Emmot – 785-339-2225 - Karen.S.Emmot@uscg.mil

Charlie Bartocci – 785-339-2238 – Charles.Bartocci@uscg.mil

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YN1 Jesse O'Brien 785-339-2236 – Jesse.C.Obrien@uscg.mil

Course Objective

Given Direct Access User Roles, perform record maintenance for Reserve members in accordance with Coast Guard policies.

Ground Rules

- *Cell Phones*
- *Food & Drink*
- *Breaks*
- *Being on time for class discussion*
- *Web Usage*
- *Please Refrain from Working during Presentations*

Class Agenda

Day 1

- *Welcome & Overview*
- *IDT Drills*
 - *Denying IDT Drills*
 - *Cancelling IDT Drills*
 - *Viewing IDT Pay Calculations*
 - *All Duty Report*
- *Active Duty Orders*
 - *Self Service Member Request*
 - *Command Submitted Request/Process*
 - *Title 10 USC & Title 14 USC*
- *Reserve Point Statement*
 - *My Reserve Points – Member*
 - *Reserve Member Balances - Command*

Day 2

- *Advancements*
 - *RSWE Announcement*
 - *Personnel Data Extract (PDE)*
 - *Eligibility List/Profile Letters*
 - *Supplemental Advancements*
 - *Class A School Graduates*
- *Retirement*
 - *20 Year Satisfactory Service Letter*
 - *Retirement Options*
 - *Benefits*
 - *Retired Pay Calculator*
 - *RC-SPB*
- *Travel*
 - *General Claim Information*
 - *TDY Incidental Expenses*
 - *Long Term TDY Settlements*
 - *PCS Claim Submission Issues*

PPC Web Overview

Introduction

There are many resources available on the PPC web page.
<http://www.uscg.mil/ppc/>

Objective

The objective of this section is to provide quick reference for navigation of the PPC Topeka web page.

Basic Navigation

The following page will appear at initial navigation. Quick links are shown across the top of the page. On the left side of the page are other pay and personnel links.

United States Coast Guard
U.S. Department of Homeland Security

Contact Us | Frequently Asked Questions

Search Current Unit Search

USCG Home | About Us | Our Organization | Our Missions | Doing Business | Join Us

PPC Home

Welcome Aboard ▶

PPC Branches ▶

Frequently Asked Questions (FAQs) ▶

Latest Rates Benefits

PPC News Updates ▶

Tutorials & Training

Manuals & Messages ▶

Forms & Worksheets

Online Help Systems ▶

More Pay and Personnel Links

Contact PPC Customer Care

PPC Open Market Solicitations

Contact PPC Web Content Manager

U. S. Coast Guard Pay & Personnel Center

We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians

[Direct Access](#) | [Forms](#) | [Advancements](#) | [Customer Service](#) | [Pay Info](#) | [Procedures](#) | [Retirees](#) | [Separations](#) | [Travel](#)

Popular Searches

- » SPO and Pay News
- » Travel and TPAX News
- » 2015 Pay Tables
- » Direct Access/Global Pay
- » BAH
- » ALSPOs
- » Evacuation Travel
- » Title 14 Reserve Ords.
- » IRS Form W-2 Issuance
- » Payroll Processing Sched.

Funeral Honors Request

Contact the Petty Officer of the Watch (OOD) Cell Phone: 785-224-3315

Announcements

May 2015 Servicewide Exam Advancement Eligibility List Posted

[The May 215 SWE Advancement List is now available on the PPC ADV CGPortal page.](#)

June End-Month Payroll Processing Complete

"Payslips" for 01 July pay day posted in Direct Access. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address

Contacting PPC

Retirees and Annuitants (Visit the [RAS web page](#) for [detailed contact information](#).)

Continued on next page

PPC Web Overview, Continued

PPC Branches

Below is a list of some of the information available on each PPC Branch web page.

Advancements, Evaluations, Service Validation and Personnel Data Corrections (ADV)

- Advancement Lists, Newsletters and Information
- SWE Eligibility Information
- SWE, Supplemental & Striker Advancement Information
- Enlisted Employee Review Information
- Statements of Creditable Service and Sea Service (SOCS/SOCSS)
- Reserve Retirement Point Adjustments
- Estimated Earnings

Customer Service

- Submit Trouble Tickets

Military Accounts Support (MAS)

- Pay Tables and Information
- Payroll Processing Schedule
- News/Updates on Pay and Entitlements

Procedures and Development (P&D)

- Course Materials
- Issues and Solutions
- On-line Tutorials & Presentations
- Directives, Publications and Guides

Retiree & Annuitant Services (RAS)

- Retirement Requests & Processing
- Survivor Benefit Plan (SBP) Information
- Global Pay Self Service for Retirees

Separations (SEP)

- Separation Processing & Payment Information
- Duplicate W-2's

Travel (TVL)

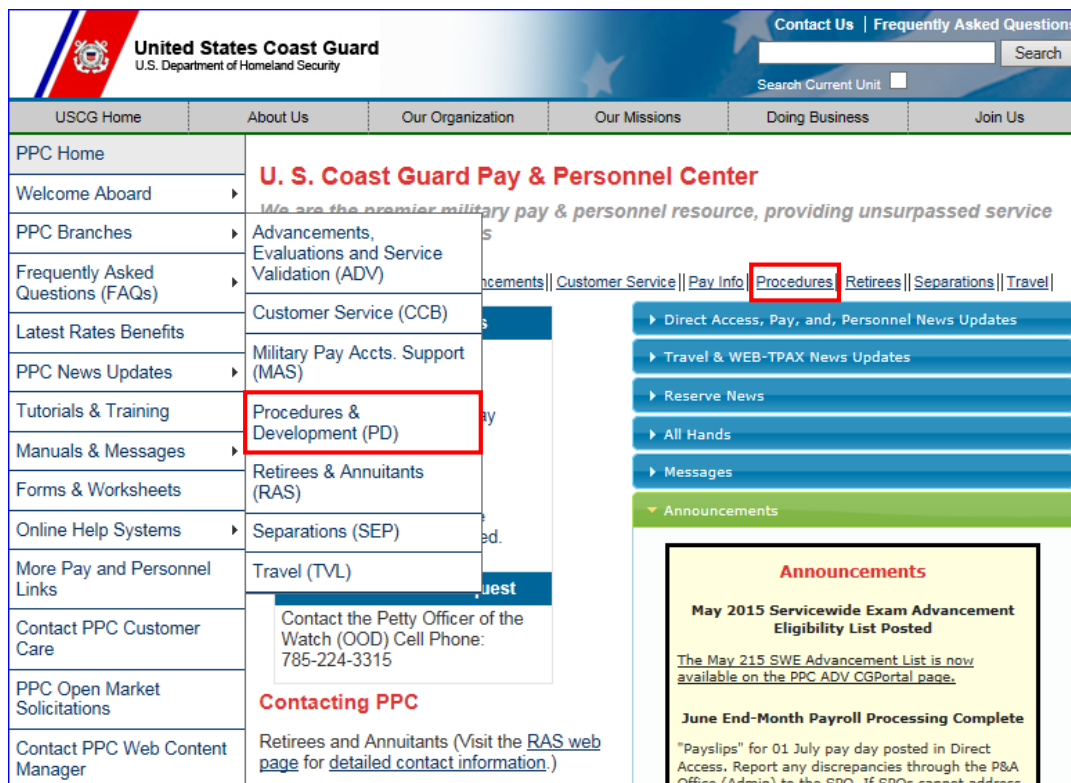
- Latest and greatest Travel info
- Travel tutorials and references

Continued on next page

PPC Web Overview, Continued

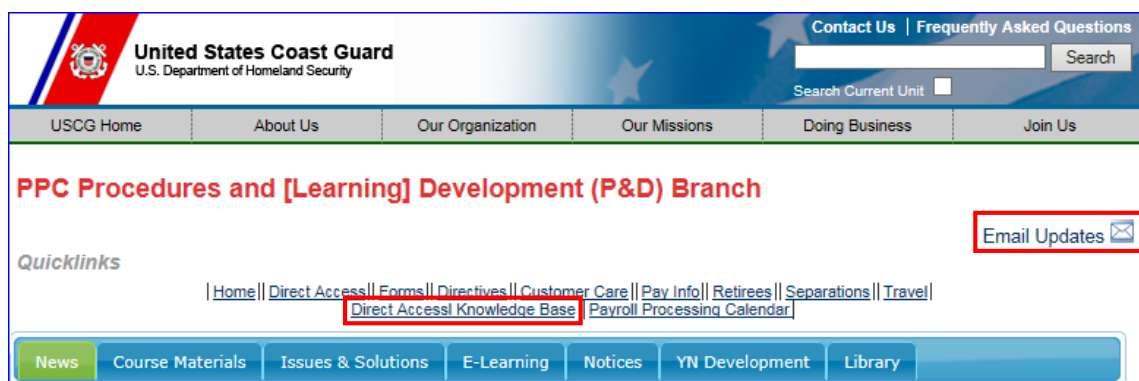
Navigating to the P&D Page

From the PPC home page, click on the **Procedures** link at the top of the page or choose Procedures & Development from the PPC Branches list.



P&D Page

All of the latest and greatest information can be found on the Procedures and Development page. Click on the Email Updates link to receive PPC email updates. From the Quicklinks, click on the [Direct Access Knowledge Base](#) link.

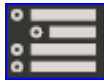


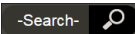


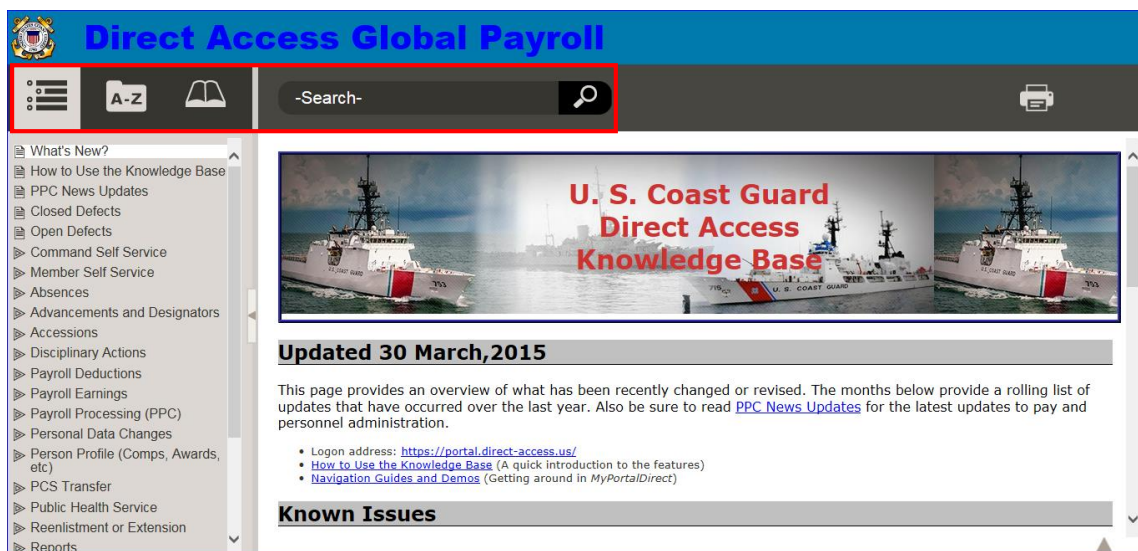
Continued on next page

PPC Web Overview, Continued

DA Knowledge Base (Intranet)

The Direct Access Knowledge Base is broken down into four categories for searching.

Icon	Description
	Displays a table of contents.
	Displays an alphabetical list of all topics.
	Displays a glossary of terms.
	Allows to search by keyword(s).



Direct Access Global Payroll

What's New?
 How to Use the Knowledge Base
 PPC News Updates
 Closed Defects
 Open Defects
 Command Self Service
 Member Self Service
 Absences
 Advancements and Designators
 Accessions
 Disciplinary Actions
 Payroll Deductions
 Payroll Earnings
 Payroll Processing (PPC)
 Personal Data Changes
 Person Profile (Comps, Awards, etc)
 PCS Transfer
 Public Health Service
 Reenlistment or Extension
 Reports

U. S. Coast Guard Direct Access Knowledge Base

Updated 30 March, 2015

This page provides an overview of what has been recently changed or revised. The months below provide a rolling list of updates that have occurred over the last year. Also be sure to read [PPC News Updates](#) for the latest updates to pay and personnel administration.

- Logon address: <https://portal.direct-access.us/>
- [How to Use the Knowledge Base](#) (A quick introduction to the features)
- [Navigation Guides and Demos](#) (Getting around in MyPortalDirect)

Known Issues

Continued on next page

PPC Web Overview, Continued

DA Knowledge Base (Internet)

The DA Knowledge Base can be accessed via the Internet from any computer with Internet capability at www.uscg.mil/ppc/gp

This is the same information as when you access the Knowledge Base via the CG Portal. However, some of the search functionality is not available.

Contents Index Glossary

What's New?

How to Use the Knowledge Base

PPC News Updates

Closed Defects

Open Defects

Command Self Service

Absences

Absence Request Intro

How to Submit an Absence Request

How to Access a Submitted Absence

How to Change a Pending or Denie

Withdraw a Pending Absence Requ

What to do if Absence Request is S

Command User Guides

Airport Terminal

CG Department Run

How to Access TDY Orders

PCS eResume

Enlisted Reserve IDT Subsistence Al

Printing SWE PDE's by Department

Reserve Activities User Guide

View SWE Personal Data Extract

Viewing Enlisted Evaluations

Viewing Separation Orders

Employee Review

Getting Access to Employee Review

Entering an Employee Review for a

Print the Member Counseling Repo

Changing the Advancement Recorr

Flag Voice 181

Viewing Enlisted Evaluations

Sample Counseling Report

Electronic Training Request (ETR)

Getting Access to the Electronic Tr

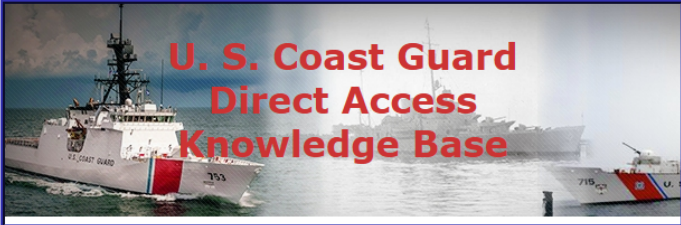
Process Overview

Run the Training by Department Qu

Enter an Electronic Training Reque

How to Access TDY Orders

Hide Contents



Updated 23 June, 2015

This site is in the process of relocating to the *CGPortal* at https://cgportal2.uscg.mil/units/ppc/RoboHelp/DAGP/Whats_new

Please update your links, bookmarks, and favorites. Thank you.

This page provides an overview of what has been recently changed or revised. The months below provide a rolling list of updates that have occurred over the last year. Also be sure to read [PPC News Updates](#) or [join our mailing list](#) for the latest updates to pay and personnel administration.

- Logon address: <https://portal.direct-access.us/>
- [How to Use the Knowledge Base](#) (A quick introduction to the features)
- [Navigation Guides and Demos](#) (Getting around in *MyPortalDirect*)

Known Issues

New issues and/or status updates will be updated on this page as soon as we learn of them. Also see the list of [DA 9.1 Known Issues](#).

Recently added defects and workarounds:

- [Officer Uniform Allowance](#) (22 Jun): System is not paying initial uniform allowance for officers. PPC will query the system and make payments to newly appointed officers (since 1/1/15).
- [Unit Roster](#) - Sea balances are not displaying correctly. This is a known

Continued on next page

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PPC Web Overview, Continued

P&D News

The News tab on the P&D page displays all Training Announcements and PPC News Feeds.



PPC Procedures and [Learning] Development (P&D) Branch

Email Updates 

Quicklinks

[Home](#) | [Direct Access](#) | [Forms](#) | [Directives](#) | [Customer Care](#) | [Pay Info](#) | [Retirees](#) | [Separations](#) | [Travel](#)
[Direct Access](#) | [Knowledge Base](#) | [Payroll Processing Calendar](#)

News | Course Materials | Issues & Solutions | E-Learning | Notices | YN Development | Library

Training Announcements and PPC News Feeds

- ▶ March 19 Training Opportunity: SGLI Program Overview
- ▶ DA and Reserve Management Virtual Training Session (09 Feb)
- ▶ PPC Global Pay Virtual Training
- ▶ Pay & Personnel News Updates

P&D Course Materials

The Course Materials tab displays all Recorded Virtual Training sessions available for download.



News | **Course Materials** | Issues & Solutions | E-Learning | Notices | YN Development | Library

Download PPC Course Materials

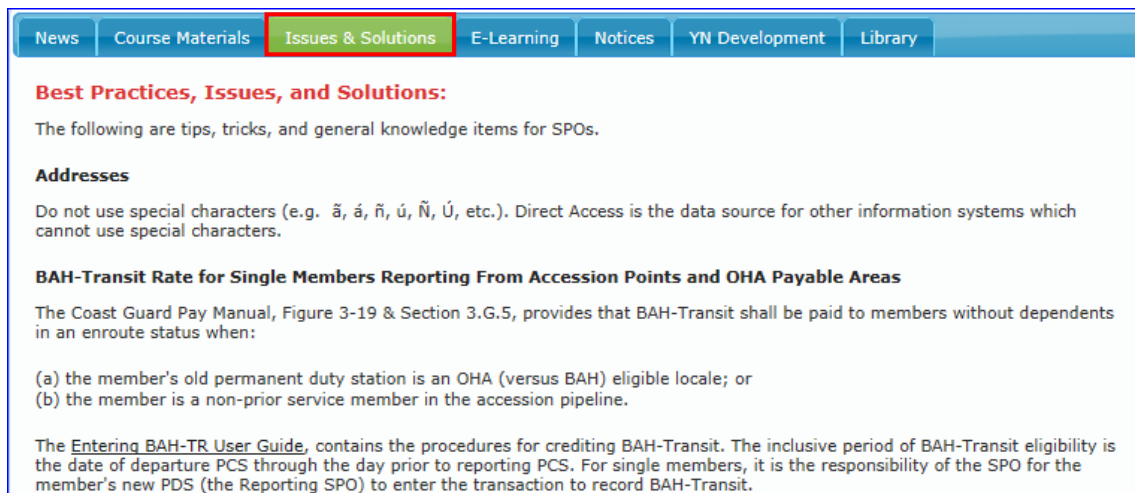
- ▶ Reserve Management Session 09 February 2015
- ▶ Post Go-Live Question and Answer Sessions
- ▶ SPO Technician (Global Pay Virtual Training)
- ▶ SPO Auditor (Global Pay Virtual Training)
- ▶ Reserve Member and Command (Global Pay Virtual Training)
- ▶ Self Service Member Global Pay Virtual Training
- ▶ Self Service Command Global Pay Virtual Training

Continued on next page

PPC Web Overview, Continued

P&D Issues & Solutions

The Issues & Solutions tab displays recent Best Practices, Known Issues and Solutions.



Best Practices, Issues, and Solutions:

The following are tips, tricks, and general knowledge items for SPOs.

Addresses

Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters.

BAH-Transit Rate for Single Members Reporting From Accession Points and OHA Payable Areas

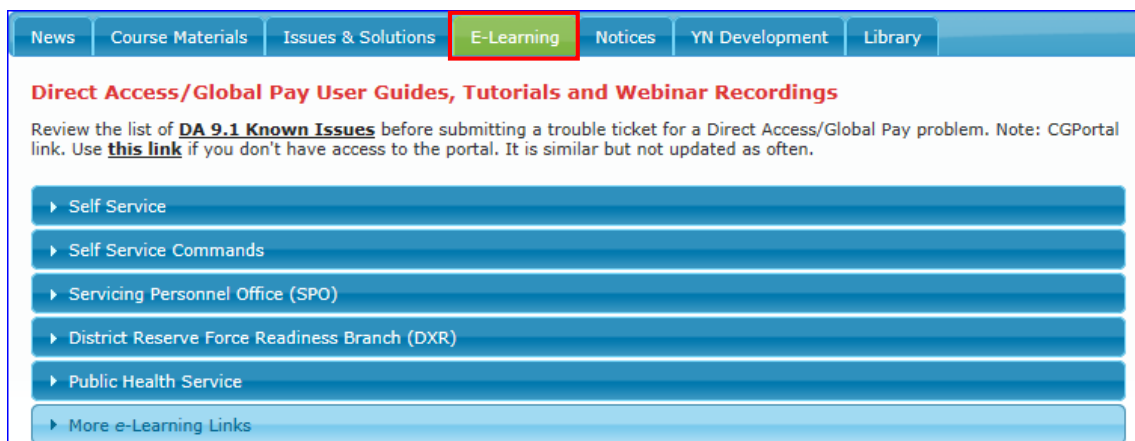
The Coast Guard Pay Manual, Figure 3-19 & Section 3.G.5, provides that BAH-Transit shall be paid to members without dependents in an enroute status when:

- (a) the member's old permanent duty station is an OHA (versus BAH) eligible locale; or
- (b) the member is a non-prior service member in the accession pipeline.

The [Entering BAH-TR User Guide](#), contains the procedures for crediting BAH-Transit. The inclusive period of BAH-Transit eligibility is the date of departure PCS through the day prior to reporting PCS. For single members, it is the responsibility of the SPO for the member's new PDS (the Reporting SPO) to enter the transaction to record BAH-Transit.

P&D E-Learning

The E-Learning tab is the most useful tab on the P&D page. This is where all of the knowledge base entries, user guides and tutorials for each topic are found, broken down by user role. Several of the user roles have Reserve Specific topics listed out separately.



Direct Access/Global Pay User Guides, Tutorials and Webinar Recordings

Review the list of [DA 9.1 Known Issues](#) before submitting a trouble ticket for a Direct Access/Global Pay problem. Note: CGPortal link. Use [this link](#) if you don't have access to the portal. It is similar but not updated as often.

- ▶ Self Service
- ▶ Self Service Commands
- ▶ Servicing Personnel Office (SPO)
- ▶ District Reserve Force Readiness Branch (DXR)
- ▶ Public Health Service
- ▶ More e-Learning Links

Continued on next page

PPC Web Overview, Continued

Sample of Reserve Specific Topics

Below is a sample of Reserve Specific Self-Service topics. The dates represent the latest update to the entry, guide or tutorial.

Self Service			
New Reserve Specific Self-Service User Guides:			
TOPIC NAME	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
Self Service - All Duty Report		09/04/1014	12/11/2014
Self Service - Annual Screening Questionnaire	12/04/2014	09/08/2014	
Self Service - Inactive Duty for Training (IDT)		03/12/2015	12/11/2014
Self Service - Montgomery GI Bill-SR	12/17/2014	09/04/2014	12/11/2014
Self Service - My Reserve Orders Requests		09/04/2014	12/11/2014
Self Service - My Reserve Point Statement		09/04/2014	12/11/2014
Self Service - Withdraw or Edit IDT Request		09/04/2014	

P&D Notices

The Notices tab displays all announcements, newsletters and procedural updates.

News	Course Materials	Issues & Solutions	E-Learning	Notices	YN Development	Library
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Announcements

Direct Access Global Payroll Implementation

- Direct Access/Global Pay -- In Production (ALSPO H/14)
- PPC E-Learning Resources

Newsletters

- The Retiree Newsletter, Issue April 2015 (PDF)
- Daily Pay & Personnel News Updates
- March 2015 Travel eNewsletter (PDF)
- Winter 2015 Advancements and Evaluations News (PDF)

Procedural Updates

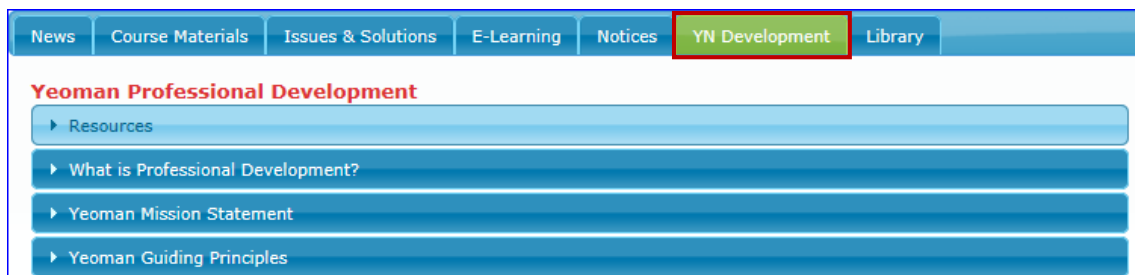
- Inactive Duty for Training (IDT) Subsistence Allowance
- 1 May Meal Rate Changes and Refund for Missed Meals
- Submitting Trouble Tickets With Supporting Documentation or Images (PDF)
- Enlisted High Year Tenure Policy Changes Implemented
- Policy and Procedures for Prior Service Accessions (ALSPO B/15) (PDF)
- Payroll Processing Schedule for Calendar Year 2015 (ALSPO A/15) (PDF)
- Notice of Overpayment Change (ALCGPSC 155/14)

Continued on next page

PPC Web Overview, Continued

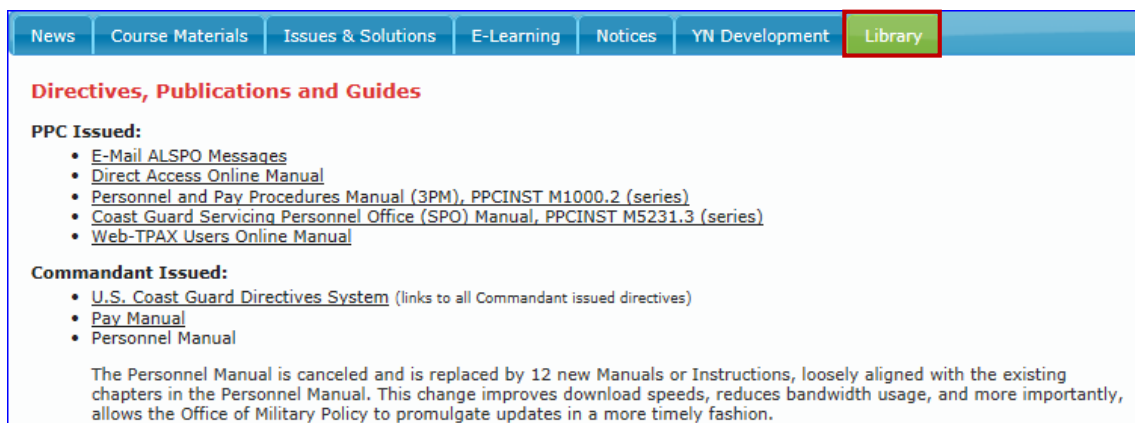
P&D YN Development

The YN Development tab displays Yeoman specific information.



P&D Library

The Library tab displays Directives, Publications and Guides.



Continued on next page

PPC Web Overview, Continued

Office of Reserve Affairs (CG-131)

The Coast Guard Office of Reserve Affairs (CG-131) also has a web site and can be accessed at www.uscg.mil/hq/cg1/cg131

Coast Guard Reserve		UNITED STATES COAST GUARD RESERVE	
Reserve & Military Personnel Directorate (CG-13)		OFFICE of RESERVE AFFAIRS	
Office of Reserve Affairs (CG-131)			
CG-1311 (Reserve Policy & Plans)		Home	
CG-1312 (Reserve Programs)		Notices	
CG-1313 (Reserve Communications)		<ul style="list-style-type: none">• TRICARE Beneficiaries Being Targeted by Call Centers and Others For Unsolicited Medical Prescriptions• Department of Defense Authorizes Service Stars on the Global War on Terrorism Expeditionary Medal• Direct Access Knowledge Base• ESGR - Freedom Award Nominations• Spring NAMI Homefront Courses (Beginning 03MAR & 31MAR)	
Member Resources		Office of Reserve Affairs, Commandant (CG-131)	
Contact Information		The Office of Reserve Affairs, CG-131 at Coast Guard Headquarters serves as the program manager for Reserve management. CG-131 creates policy, manages budget, conducts evaluation and provides information.	
Security Levels		Function Statement	
		Provide the Coast Guard a Ready Reserve Force that embodies the competencies necessary to perform Maritime Homeland Security, Domestic and Expeditionary Support to National Defense, and Response to Domestic Disasters, both natural and man-made; and to provide a staff of Full Time Support personnel to organize, administer, recruit, instruct, and train the Reserve Component.	
		Leadership	
		CAPT P. Kofi Aboagye Patrick.K.Aboagye@uscg.mil	
		Divisions	
		CG-131 has three main divisions: 1. CG-1311 Reserve Policy and Plans Division 2. CG-1312 Reserve Programs Division 3. CG-1313 Reserve Communications Division	

Continued on next page

PPC Web Overview, Continued

Coast Guard Reserve Web

The Coast Guard Reserve web site can be accessed at <http://reserve.uscg.mil>
Click the links to access Reserve information.



Click the  to navigate to the Coast Guard All Hands Official Blog.



Reserves

Introduction This section discusses the Policy and Procedures for various Reserve transactions.

Objective Given Direct Access User Roles, perform record maintenance for Reserve members in accordance with Coast Guard policies.

References

- (a) Reserve Policy Manual, COMDTINST M1001.28(series)
- (b) Coast Guard Pay Manual, COMDTINST M7220.29(series)
- (c) Military Assignments and Authorized Absences, COMDTINST M1000.8
- (d) Personnel and Pay Procedures Manual, PPCINST M1000.2(series)
- (e) [PPC Procedures and Development web page, E-Learning tab](#)
- (f) [ALCOAST 070/15 – IDT Subsistence Allowance](#)
- (g) ALCOAST 519/11 – Special Leave Accrual (SLA) Program
- (h) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1
- (i) Enlisted Accession, Evaluations and Advancements, COMDTINST M1000.2

Contents This chapter contains the following topics.

Topic	See Page
Inactive Duty for Training	19
Reserve Active Duty Orders	27
Title 14 - Mobilization	37
Title 10 Recall	39
DD-214	41
My Reserve Points/Reserve Member Balances	43
Advancements	53
Retirement/RC-SBP	61
Travel	69

Inactive Duty for Training

Introduction

Inactive Duty for Training (IDT) is scheduled and performed in accordance with Reference (a).

Procedures

Complete detailed instruction for IDT Drills are contained in Reference (e). This includes the procedures for specific processing/editing/resubmission of IDTs as well as the following:

- Withdrawing/Editing IDT Drills
 - Denying IDT Drills
 - Cancelling IDT Drills
 - Viewing IDT Pay Calculations
-

Discussion

Reserve supervisors with CGRSVDRL or CGSSCMD access role may schedule or edit a drill up to and including the drill date. After the drill date, only the supervisor or SPO may schedule, edit, unexcuse or cancel a drill. Reservists and supervisors may also schedule drills for future dates. Before scheduling a drill, verify that the drill date does not conflict/overlap with any Reserve Active Duty Orders, or previously scheduled IDTs.

Commands should run the View Member Drills report. The report identifies:

- IDTs Previously entered into Direct Access
- Drill Status for all IDTs

When scheduling a drill the status will default to Scheduled, and will auto check the Approved checkbox.

If a Reservist changes a drill date after it has been approved (authorized), the approver can deny or cancel the request. The member can then resubmit a new IDT request.

After the drill status has been changed to “completed” by the unit, the SPO must Approve the IDT for pay and allowances.

Continued on next page

Inactive Duty for Training, Continued

IDT Process

The following table explains the stages of the IDT process and the responsible party for each stage.

Stage	Who Does It	What Happens
1	Member	Enters drill using Submit a Drill Request under DA Self Service Requests.
2	Supervisor/Command	Reviews member's request and authorizes (approves) drill using "View My Requests" under DA Self Service Requests.
3	Member	Performs drills as scheduled or withdraws scheduled requests.
4	Supervisor/Command	Approves drills after verification that the member performed as scheduled by updating status to Completed, or can Deny drill as submitted, returning request to the submitter. Note: Supervisor/Command must hold Reserve Self Service Command (CGSSCMD) or Reserve Drills (CGRSVDRL) roles to view/enter/approve IDT drills.
5	Servicing Personnel Office Supervisor	Upon notification from the command that the member performed IDT, approves orders for pay.

The following items can be scheduled in Direct Access:

- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

Continued on next page

Inactive Duty for Training, Continued

IDT Meal Eligibility


Meal Eligibility is outlined in Reference (f).

If	And	Then
Reserve Member not authorized lodging	Arrives same day, not remaining overnight	Authorized Lunch
	Works past 1800 hours	Authorized Lunch and Dinner
Reserve Member authorized lodging	Arrives night before for 1 paid multiple IDT drill the next day	Authorized Breakfast and Lunch
	Arrives on day of 1 st drill for paid multiple IDT drill and remains overnight between drills	1 st Day Authorized Lunch and Dinner, and 2 nd Day Authorized Breakfast and Lunch
	Arrives night before for 2 paid multiple IDT drills	1 st Day Authorized All Meals, and 2 nd Day Authorized Breakfast and Lunch

Self Service All Duty Report

The All Duty Report identifies all members' IDT and Active Duty Orders entered into Direct Access by fiscal year.

[My Page](#)
[Self Service](#)
[Requests](#)



CG_ALL_DUTY_SS_RPT - Self Service All Duty Report

Fiscal Year:


ID	Empl Record	Name	Begin Date	End Date	Drill Type	Duty Purpose	Duty Purpose 2	Description	Drill Status
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Inactive Duty for Training, Continued

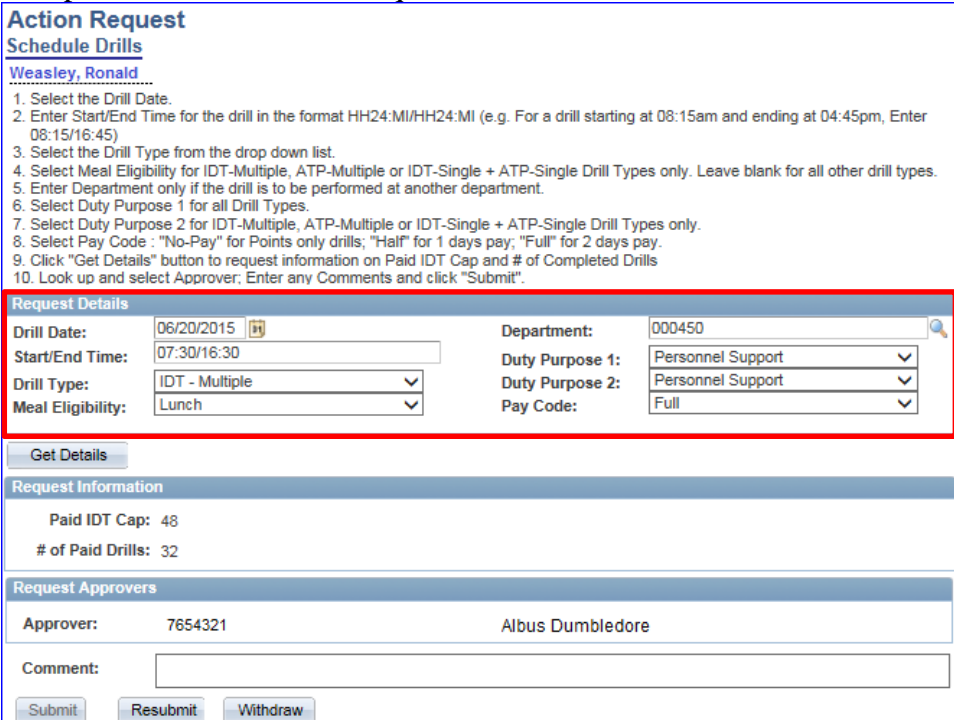
Member
Submitted IDT

Self Service Member – IDT Submission. Select the **Submit a Drill Request** from the **Requests** Tab.



The screenshot shows a web interface with three tabs: "My Page", "Self Service", and "Requests". The "Requests" tab is active. Below the tabs is a section titled "Self Service Requests" with a list of links: "Submit an Absence Request", "View My Absence Requests", "Submit a Delegation Request", "View My Requests (all types)", and "Submit a Drill Request". The "Submit a Drill Request" link is highlighted with a red rectangle.

Completed IDT – Member Request



The screenshot shows the "Action Request" page for "Schedule Drills" for the member "Weasley, Ronald". It includes a list of instructions for submitting a drill request. Below the instructions is a "Request Details" section with a red border, containing fields for "Drill Date" (06/20/2015), "Start/End Time" (07:30/16:30), "Drill Type" (IDT - Multiple), "Meal Eligibility" (Lunch), "Department" (000450), "Duty Purpose 1" (Personnel Support), "Duty Purpose 2" (Personnel Support), and "Pay Code" (Full). Below the "Request Details" section is a "Get Details" button, a "Request Information" section showing "Paid IDT Cap: 48" and "# of Paid Drills: 32", a "Request Approvers" section showing "Approver: 7654321" and "Albus Dumbledore", and a "Comment" field. At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.

Continued on next page

Inactive Duty for Training, Continued

Command – Member All Duty Report

The Member All Duty Report identifies all members' IDT and Active Duty Orders entered into Direct Access by fiscal year.

The screenshot shows the 'CG_ALL_DUTY_RPT - Self Service All Duty Report' interface. At the top, there are navigation tabs: 'My Page', 'Guest', 'Self Service', 'Investor', 'Administration', and 'Requests'. Below these, the report title is displayed. There are input fields for 'Fiscal Year' (set to 2015) and 'Employee ID' (1234567). A 'View Results' button is located below the input fields. At the bottom, a table header is visible with columns: ID, Empl Record, Name, Begin Date, End Date, Drill Type, Duty Purpose, Duty Purpose 2, Description, and Drill Status.

Command Submitted IDT

Self Service Command IDT Submission – Select the **IDT Drills** link from the **Reserve Administration** pagelet.

The screenshot shows the 'Reserve Administration' pagelet. A red box highlights the 'IDT Drills' link in the left-hand menu. Other links in the menu include 'Annual Screening Questionnaire', 'Member Status Change', 'View Member Drills', 'Reserve Orders', 'Paid IDT with no HR Txn', 'RSV Order Discrepancies', 'Member Training Rating', 'Reserve Member Balances', 'Training Status', 'Officers Less than 50 Points', 'MGIB Enrollments', and 'R-CRSP Report'.

Self Service Command - Completed IDT Request (Drill Info tab)

The screenshot shows the 'Self Service Command - Completed IDT Request (Drill Info tab)' interface. At the top, there are input fields for 'Set ID' (00010), 'Department' (000450), and 'Drill Date' (06/20/2015). Below these, there are buttons for 'Load Members' and 'Search'. The main section is titled 'Members' and contains a table with columns: Empl ID, Empl Record, Name, Reserve Category, Training Pay Category, Maximum Paid IDT Drills, # Drills Remain, Drill Type, Start Time, End Time, Drill Status, Approved?, Duty Purpose 1, Duty Purpose 2, and Approval Batch. The first row of data shows: 1, 1234567, Weasley, Ronald, SEL, A, 48, 16, IDT - Multiple, 7:30AM, 4:30PM, Scheduled, [checked], AP, AP, [checked].

Payroll Tab

The screenshot shows the 'Payroll Tab' interface. It features a table with columns: Empl ID, Name, Pay Code, Meal Eligibility Code, SDAP, FLP Code, and Proficiency. The first row of data shows: 1, 11234567, Weasley, Ronald, Full, Lunch, [blank], [blank], [blank].

Scheduling Multiple Drills

Commands and SPOs have the ability to schedule multiple drills for the entire unit and each data field can be unique for each member. See ref (e) for specific instructions.

Continued on next page

Inactive Duty for Training, Continued

Identifying IDT Dates Drills can be identified using One Time Positive Input (OTPI). See ref (e) for specific instructions.

View Member Drills The View Member Drills report identifies all members IDTs entered into Direct Access for the current calendar year.

Drill Status/ Approved	Definition
Scheduled/N	Scheduled/Not Approved by Command
Scheduled/Y	Scheduled/Approved by Command
Completed/N	IDT Completed/Forwarded to SPO for action
Completed/Y	IDT Completed/Approved by SPO for pay/allowances

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Reserve Active Duty Orders

Introduction

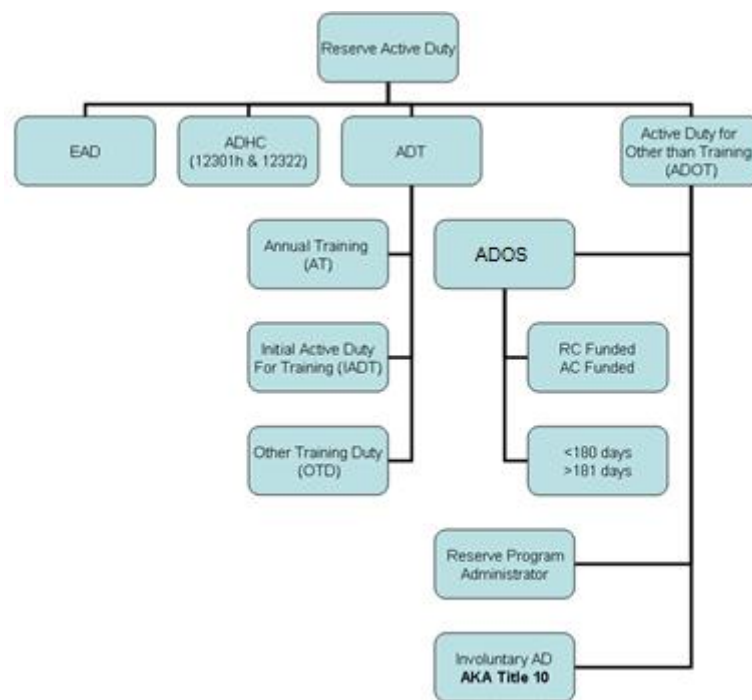
This guide provides the procedures to issue all Reserve Active Duty Orders. Terms used throughout this guide will include Active Duty for Training (**ADT**), which includes IADT, ADT-AT and ADT-OTD orders, and Active Duty for Other Than Training (**ADOT**), which includes ADOS-AC, ADOS-RC, Medical Hold (MEDHOLD), Active Duty Health Care (ADHC) and involuntary recall orders in Direct Access.

Extended Active Duty and Medical Hold Orders are authorized by PSC and entered in Direct Access by the SPO using the Reserve Orders link.

Users need the CGRSVORD or CGRSVMGR role to add/edit orders in Direct Access.

Active Duty Orders Definitions and Type

This diagram shows the different categories of Reserve Active Duty. Please see reference (a), for a complete explanation of each duty type.



Continued on next page

Reserve Active Duty Orders, Continued

Obligated Service

This transaction authorizes a new Active Duty period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of Active Duty authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in Direct Access to update the Officer's Reserve obligation.

Leave

When a Reserve member's period of Active Duty of 30 or more consecutive days ends, they may sell, use or carry over leave earned while on Active Duty. See Reference (g) for complete details.

Leave earned on Active Duty served in support of a national defense contingency operation (Title 10) is not subject to the 60-day career limitation for selling accrued leave.

Leave earned on consecutive Active Duty periods (other than in support of a national defense contingency operation), the total of which is not in excess of 365 days combined, is not subject to the 60-day career limitation for selling accrued leave.

Reservists being released from Active Duty, without immediate reentry onto Active Duty within 24 hours, are allowed to carry a leave balance forward for use or payment at a later time.

Basic Allowance for Housing (BAH) Policy

Refer to Section 3.G.11 of reference (b), for policy on BAH entitlements for Reserve Component members on Active Duty Orders.

BAH entitlement must be started for each period of Active Duty using the Housing Allowance link, located in the Active & Reserve Pay Shortcuts pagelet on the Direct Access portal.

Continued on next page

Reserve Active Duty Orders, Continued

BAH and Extensions to Orders

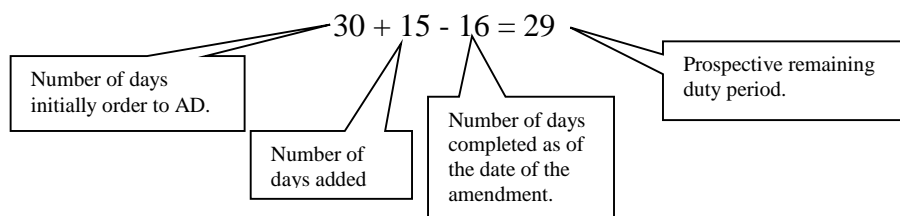
Reserve members called or ordered to Active Duty for 30 days or less are entitled to Basic Allowance for Housing – Reserve Component (BAH-RC), except as provided in section 3.G.11.a, b, or c, of reference (b).

If the member receives an order modification or extension of assignment (amendment), and the amount of Active Duty remaining to be served as of the date the member is notified of the modification to the order is 31 days or more, the member becomes entitled to BAH. BAH would start on the date of the notification of the modification using the Place Entered Active Duty (PLEAD) as the locality for the amount.

Do not add periods of Active Duty previously served to obtain the 31 day requirement. Only the number of days Active Duty remaining on the date of the amendment can be counted.

BAH Extensions – Example 1

In this example, a Reserve member is ordered to 30 days ADOS, and on day 16 has duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The member would remain entitled to BAH-RC since as of the date of the amendment (day 16 of the initial period of duty), the prospective duration of the amended tour of duty was 29 days.



This member would not qualify for BAH and would continue to receive BAH-RC because the prospective remaining duty period is not 31 or more days.

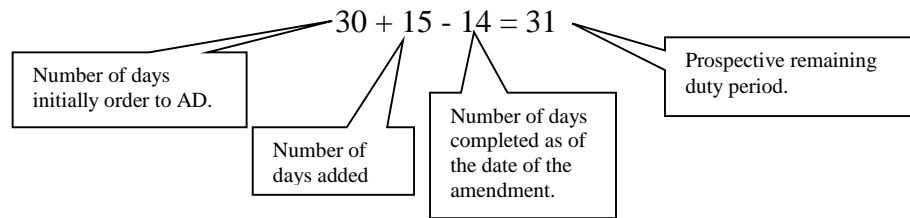
To process this amendment, in Direct Access, the user would enter the new end date in the Travel Tab and change the estimated date on the Seq Nbr 98 and 99 rows of the Reserve Orders.

Continued on next page

Reserve Active Duty Orders, Continued

BAH and Extensions - Example 2

In this example, a Reserve member is ordered to 30 days ADOS, and on day 14 has their duty period increased by 15 days in addition to the initial 30 days for a total period of 45 days. The prospective remaining duty period would be 31 days and effective the date of the amendment, the member's BAH entitlement would be locality-based (vice BAH-RC) using the Place Entered Active Duty (PLEAD) as the locality for the amount.



To process this amendment in Direct Access, the user must end the current orders on the 13th day (the day prior to the day the amendment was authorized), and issue a new order for the remaining 31 days.

Compliance Section

One of the best enhancements in the new system is the Compliance section of the Reserve Orders.

Compliance			
Overall Compliance:		Compliant	Recalculate
Customize Find View All First 1-14 of 14 Last			
Summary	Waiver		
Rule ID	Description	Compliant	Waiver?
Age60	Age 59 Maximum	Compliant	N
1095end	Maximum ADOS days at order end	Not Applicable	N
16yADSrv	16 Year maximum AD Service	Not Applicable	N
30yTCS	30 year TCS Officer	Not Applicable	N
WeighComp	Last Weigh-In Compliant	Not Applicable	N
30dADT	30 Day ADT-OTD Maximum	Not Applicable	N
Drill	Scheduled Drill Conflicts with Order dates	Compliant	N
1095beg	Maximum ADOS days at order begin	Not Applicable	N
30yTIS	30 year TIS Enlisted	Compliant	N
WeighIn	Last Weigh-In Completed	Not Applicable	N
ORDOverlap	Overlapping orders	Compliant	N
20yADSrv	20 Years maximum AD Service	Not Applicable	N
TraPayCat	Training Pay Category Check	Compliant	N
ObligServ	Insufficient Reserve Obligated Service	Compliant	N

Continued on next page

Reserve Active Duty Orders, Continued

Order Status

Status	Meaning	Description
Proposed	Initial order creation	Initial order request created by member, command or SPO.
Authorized	Authorized by DXR	Indicates financial and command authority. TONO/LOA is established. Order now appears in Airport Terminal.
Ready	Travel details approved by SPO supervisor	Order is ready for member to depart/report for duty, leave approved.
En Route	Depart/report approved by SPO supervisor	Member has departed home unit. Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.
Finished	Stops automatically upon end date or when the end date is adjusted by the SPO and approved.	Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.
Cancelled	Cancel approval by SPO supervisor or DXR	Order cancelled. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.

SPO's Role

The SPO performs three separate processes in Reserve Orders:

- **Pre Authorization** - Audit/Edit Orders En route for Authorization
- **Post Authorization** – Processing Authorized orders to Ready status
- **Travel Endorsements** – Processing Departing/Reporting Endorsements, starting applicable entitlements.

Continued on next page

Reserve Active Duty Orders, Continued

Verifying Prior Active Duty

Per reference (a), Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of Active Duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.

Requests for waiver shall be submitted to the Personnel Service Center (PSC). Procedures for submitting waiver requests are available online at <http://www.uscg.mil/RPM/RPM1/1618REQUEST.ASP>.

Years of combined active service are calculated in accordance with Appendix (c) of reference (d), by combining all prior Active Duty days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.

From the Reserve Administration pagelet, click the Reserve Member Balance link, to access the member's points statement. Add up all previous Active Duty points including any recent Active Duty and the points for the number of days (1 point per day) of the proposed new Active Duty period.

If the total is equal to or more than 5840 (16 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (CG PSC-RPM). If the total is equal to or more than 6570 (18 years) the member shall not perform any type of Active Duty except ADT-AT without prior approval from Commander (PSC-RPM).

Before You Begin

Prior to creating any Active Duty orders, use the All Duty Report to ensure the orders will not overlap dates with any previously submitted orders or IDTs for the member.

Procedures

Complete details for completing Reserve Active Duty Orders can be found in reference (e).

Continued on next page

Reserve Active Duty Orders, Continued

Timeliness of Endorsements

It cannot be over emphasized the importance for the commands to notify the SPO and for the SPOs to process endorsements to orders timely. Many issues with non-payment of pay and allowances can be attributed to timeliness.

Approval History						
User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments
1 1234567	Mickey Mouse	04/13/2015 10:45:00AM	Approved	Multiple Travel Approvals	99	The approval is set for SEQ_NO=99. <No Comments>
2 1234567	Mickey Mouse	04/13/2015 10:41:59AM	Approved	Reserve Travel Details		
3 1234567	Mickey Mouse	04/09/2015 12:32:18PM	Approved	Reserve Travel Details		
4 1234567	Mickey Mouse	03/09/2015 2:20:06PM	Approved	Authorize Order		

ADT-AT Orders were for period 3/16/2015 – 3/27/2015.

Sequence Numbers

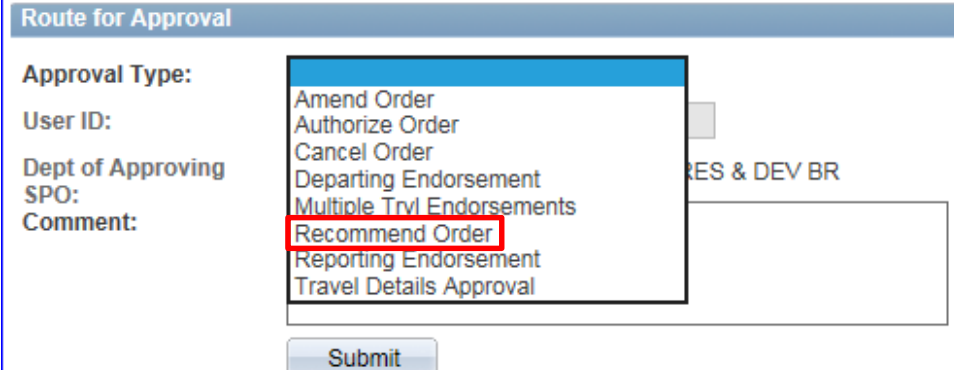
Do **NOT** add or delete Seq Nbr rows in the Travel Orders section of the orders. Reserve AD orders are not to be used in lieu of Temporary Duty Orders (TDY). Direct Access is designed to only process Seq Nbr 1, 2, 98 and 99 rows. Inserting rows for multiple stops will cause the system to interpret the additions as if the member is completing orders and will stop pay and allowances.

Travel Orders			
*Seq Nbr:	1	Travel Type: Depart	Trvl Approval: Approved
Estimated Date:	03/16/2015	Department:	000111
Actual Date:	03/16/2015	Location:	FL0011
Nature of Duty:	Training	Position Number:	00046741
		Posn Job Code:	410092
Other Location:	CG STA ELIZABETH CITY		Route for Approval
Station Vacation Station Vacation SR ENLISTED RES ADVISOR (SERA) Chief Boatswain's Mate			
*Seq Nbr:	2	Travel Type: Report	Trvl Approval: Approved
Estimated Date:	03/16/2015	Department:	000111
Actual Date:	03/16/2015	Location:	FL0011
Nature of Duty:	Training	Position Number:	
		Posn Job Code:	
Other Location:	CG STA ELIZABETH CITY		Route for Approval
Station Vacation Station Vacation			
*Seq Nbr:	98	Travel Type: Depart	Trvl Approval: Approved
Estimated Date:	03/27/2015	Department:	000111
Actual Date:	03/27/2015	Location:	FL0011
Nature of Duty:	Training	Position Number:	
		Posn Job Code:	
Other Location:	CG STA ELIZABETH CITY		Route for Approval
Station Vacation Station Vacation			
*Seq Nbr:	99	Travel Type: Report	Trvl Approval: Approved
Estimated Date:	03/27/2015	Department:	000111
Actual Date:	03/27/2015	Location:	FL0011
Nature of Duty:	Training	Position Number:	00046741
		Posn Job Code:	410092
Other Location:	CG STA ELIZABETH CITY		Route for Approval
Station Vacation Station Vacation SR ENLISTED RES ADVISOR (SERA) Chief Boatswain's Mate			

Continued on next page

Reserve Active Duty Orders, Continued

Approval Type When routing orders via the chain of command, ensure that the Approval Type is set to Recommend Orders when forwarding to anyone other than the District (DXR). If forwarding to District (DXR), set the Approval Type to Authorize Order.



Route for Approval

Approval Type: Amend Order
Authorize Order
Cancel Order
Departing Endorsement
Multiple Trvl Endorsements
Recommend Order
Reporting Endorsement
Travel Details Approval

User ID:

Dept of Approving:

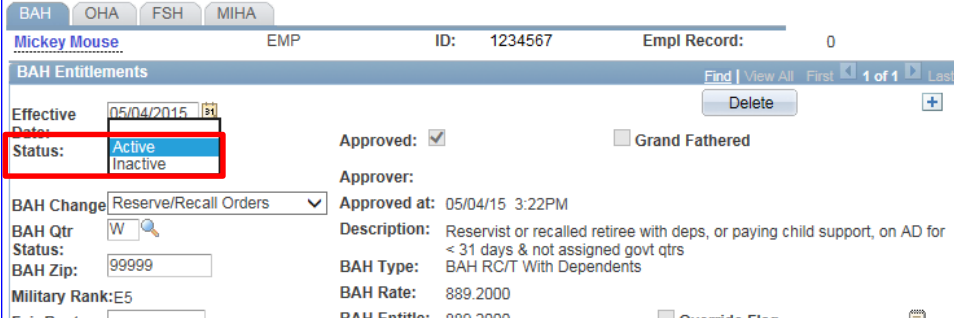
SPO:

Comment:

Submit

BAH

BAH must be started for every Active Duty Order using the Housing Allowance link. **Never** change the Status to **Inactive**. The Reserve Order End row in Job will remove the member from the Active Duty pay group and put them back in the Reserve pay group.



BAH OHA FSH MIHA

Mickey Mouse EMP ID: 1234567 Empl Record: 0

BAH Entitlements Find | View All First 1 of 1 Last

Effective Date: 05/04/2015

Status: **Active** Inactive

Approved: ☒ Grand Fathered

Approver:

Approved at: 05/04/15 3:22PM

Description: Reservist or recalled retiree with deps, or paying child support, on AD for < 31 days & not assigned govt qtrs

BAH Type: BAH RC/T With Dependents

BAH Rate: 889.2000

BAH Entitle: 889.2000

Override Flag ☐

BAH Change: Reserve/Recall Orders

BAH Qtr: W

Status:

BAH Zip: 99999

Military Rank: E5

Fair Rent:

For Active Duty Orders less than 31 days, the BAH Qtr Status should be either W for with dependents or X for without dependents. The BAH Zip should **ALWAYS** be 99999 for orders less than 31 days.

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Title 14 - Mobilization

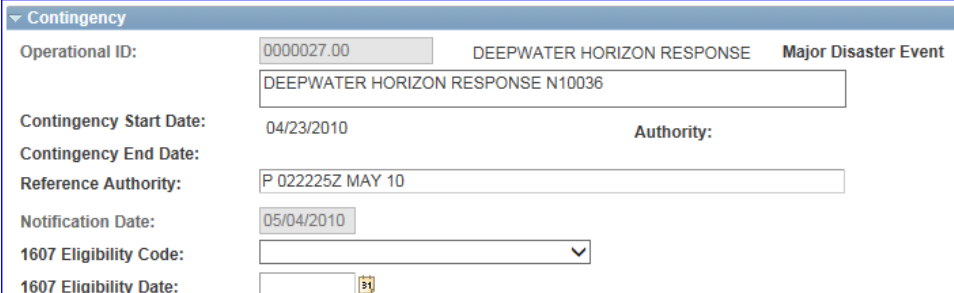
Introduction Under the authority of 14 USC 712, the Secretary of Homeland Security may, with or without the consent of the member affected, order to active duty an organized training unit during a serious natural or manmade disaster, accident, or catastrophe. The active duty must be for no more than 60 days in any four month period and no more than 120 days in any two year period

Background Any duty served under Title 14 satisfies on a day-for-day basis the annual ADT requirement outlined in reference (a).

Required Statement for Title 14 Orders “If you have any questions regarding your employment / reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve). For information regarding the Uniformed Services Employment and Reemployment Rights Act (USERRA), check online at www.esgr.mil.

Procedures Complete detailed procedures for completing Reserve Active Duty Orders are contained in Reference (e).

Orders Completion of the Contingency tab on the Reserve Active Duty Orders is required.



The screenshot shows a web form titled "Contingency" with a blue header bar. The form contains several fields and labels:

- Operational ID:** A text box containing "0000027.00". To its right, the text "DEEPWATER HORIZON RESPONSE" and "Major Disaster Event" are displayed.
- Contingency Start Date:** A text box containing "04/23/2010".
- Contingency End Date:** A text box containing "04/23/2010".
- Reference Authority:** A text box containing "P 022225Z MAY 10".
- Notification Date:** A text box containing "05/04/2010".
- 1607 Eligibility Code:** A dropdown menu with a downward arrow.
- 1607 Eligibility Date:** A text box containing "05/04/2010" with a small calendar icon to its right.

[illegible]

Title 10 Recall

Introduction

Title 10 U.S. Code Sections 12301 through 12304 contains various authorities for recall of military personnel. The President may, with or without the consent of the member affected, order to active duty for no more than 24 consecutive months in a 5 year period.

The largest recall in recent history was in connection with 9/11/2001 under 10 U.S.C. 12302.

Background

Title 10 U.S.C. 12302, Ready Reserve:

(a) In time of national emergency declared by the President after January 1, 1953, or when otherwise authorized by law, an authority designated by the Secretary concerned may, without the consent of the persons concerned, order any unit, and any member not assigned to a unit organized to serve as a unit, in the Ready Reserve under the jurisdiction of that Secretary to active duty for not more than 24 consecutive months.

(b) To achieve fair treatment as between members in the Ready Reserve who are being considered for recall to duty without their consent, consideration shall be given to—

(1) the length and nature of previous service, to assure such sharing of exposure to hazards as the national security and military requirements will reasonably allow;

(2) family responsibilities; and

(3) employment necessary to maintain the national health, safety, or interest.

The Secretary of Defense shall prescribe such policies and procedures as considered necessary to carry out this subsection. Those policies and procedures shall be reported on at least once a year to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives.

(c) Not more than 1,000,000 members of the Ready Reserve may be on active duty, without their consent, under this section at any one time.

Procedures

Complete detailed instructions for completing Reserve Active Duty Orders are contained in Reference (e).

[illegible]

DD-214

When does a Reservist get a DD-214?

A DD-214 will be issued when:

Duty Performed	DD 214 will be issued
ADT ADOT Full-Time Training Duty	If the period of service was 90 consecutive days or more.
Ordered to AD <ul style="list-style-type: none">National Emergency declared by the President or CongressIn time of war declared by Congress	Upon RELAD regardless of the length of AD.

Note: Any Reservist separated for cause or for physical disability, will be issued a DD-214 regardless of the length of time served on AD.

You can obtain a copy of your DD-214 (or any other official military records) from the National Archives and Records Administration in St Louis, MO at www.archives.gov or from PSC-BOPS-C within six months of separation.

DD-214 Corrections

If your DD-214 contains incorrect data, you should bring it to the attention of your command and submit documentation to Personnel Services Command, Business Operations Staff Capability (PSC-BOPS-C). They can also be contacted at: ARL-DG-M-CGPSC-BOPS-C@uscg.mil

If approved, PSC will issue a DD-214 Reissue.

My Reserve Points/Reserve Member Balances

Introduction

The My Reserve Points/Reserve Member Balances is one of the most important documents for a Reservist. The document lists all Reserve Retirement Points earned that have been entered into DA during each Anniversary Year (AY).

Complete detailed information for creditable retirement points is located in Reference (a).

The My Reserve Points/Reserve Member Balances identifies:

- Total qualifying years of military service for retirement eligibility
- Total retirement points during a member's career to determine the retired pay multiplier.

Background

A minimum of 50 retirement points must be earned each AY to qualify as a Satisfactory Year. A Reservist must accumulate 20 Satisfactory Years of service for Reserve Retirement eligibility. Retired Reserve members begin receiving retirement pay upon reaching age 60.

Procedures for accessing the Reserve Member Balances are available in Reference (e).

Where is my Point Statement?

You may view your Reserve Retirement Points Statement in Direct Access at any time by selecting the My Reserve Points Statement link from the Employee Self-Service pagelet.

Pay Entry Base Date

The Pay Entry Base Date (PEBD) is established at the time of accession (hire/re-hire).

The PEBD is used to:

- Determine your rate of basic pay and eligibility for longevity pay increases.
- Determine the beginning date for calculating 30 years of service.

Complete information for determination of PEBD may be found in References (a), (b) and (d).

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Pay Entry Base Date (cont)

Title 10 USC 12103 established when military service is NOT creditable for PEBD computations. The following chart outlines specific periods for creditable service:

If Reserve member enlisted...	Then their PEBD is...
Before 1 Jan 1985	The day they enlisted (unless there is a break in service)
Between 1 Jan 85 - 28 Nov 89	The first day of Active Duty (a drill does not start PEBD)
29 Nov 89 or later	The first day of Active Duty, unless IDT Drill(s) performed prior to Active Duty, then PEBD is date of enlistment

Rate of Basic Pay: Under Title 37 USC 205, your cumulative years of military service is used to determine your rate of basic pay by adding **ALL** periods of active and inactive service in any Regular or Reserve component of a Uniformed Service. If your PEBD is not accurate, the result could be you being under or overpaid.

30 Year Service Date: Reservists shall be removed from active status after completing 30 total years of service. The 30 years of service is determined from your PEBD.

Fiscal Year vs. Anniversary Year

A **Fiscal Year (FY)** begins on 1 October and ends 30 September. The 48 drills maximum for creditable service must be completed during this time.

The **Anniversary Year (AY)** is the 365 or 366 (Leap Year) day period starting from your original "Date of Initial Entry into Military Service" (DIEMS), as long as there was no break in service. If you have a break in service, your Anniversary Year will be the date you came back into the service. Reservists need a minimum of 50 creditable points in an Anniversary year to have a satisfactory year for retirement purposes.

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Creditable Points

You should review the contents of Chapter 8 of the Reserve Policy Manual for complete information on earning and receiving credit for Reserve retirement points.

You must earn a minimum of 50 Reserve retirement points each full AY for it to be considered a satisfactory year of service that is creditable towards earning a Reserve retirement. You must accumulate 20 satisfactory years of service for Reserve retirement eligibility.

Creditable retirement points are earned in the following way:

- Membership - 15 points per year (does not include service in an inactive component of an armed service).
- Active Duty - 1 point for each day of active duty.
- IDT/RMP/ATP - 1 point for each IDT drill, ATP Drill, RMP (Readiness Management Period) or FHD (Funeral Honors Duty).
- Correspondence Course Completions - You may earn creditable points for Coast Guard and Non-Coast Guard (i.e. U.S. Navy courses).

CG Correspondence Courses - Retirement point credits are automatically entered into DA by the CG Institute. You may view the current listing of CG correspondence course points and the retirement point credits at: http://uscg.mil/hq/cg1/cgi/reservist/reserve_points.pdf

Non-CG Correspondence Courses - If you complete a non-CG correspondence course as a CG Reservist during your current AY, you should submit a copy of the course completion letter (which will include the number of creditable Reserve retirement points) to your SPO to be entered into DA. A list of authorized courses can be found in: http://www.uscg.mil/hq/cg1/cg131/cg-1311/rrp_ebdl.asp

For courses that are not identified on this list, you will need to submit a copy of the correspondence course completion letter along with any certificates for completion, via your SPO to Commandant (CG-131) for determination of creditability and the number of retirement points credit.

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Maximum Points

The maximum number of Reserve points that may be earned for retirement purposes in any AY are based on:

- IDT Drills (IDT/ATP)
- Readiness Management Periods (RMP)
- Correspondence Course Points
- Membership Points (15 max per AY)

Maximum Reserve points breakdown by date:

Max Pts	Beginning on or After	Ending Prior to
130	10/30/07	Present
90	10/30/00	10/30/07
75	9/23/96	10/30/00
60	Any Previous AY	9/23/96

The maximum number of IDT Drills for Pay is 48. Members may be authorized Additional Training Periods (ATP). ATPs and RMPs are authorized and monitored by District (DXR).

The maximum Total Creditable Reserve Retirement Points (all categories) cannot exceed 365 (366 points during Leap Year) points in any full AY.

Reading/ understanding points statements

This section discussed the issuance, importance and how to review/validate your Annual Reserve Retirement Points Statement.

As previously noted, the point statement is one of the most important documents for a Reservist, and should be reviewed monthly in Direct Access for accuracy. This document contains both the point breakdown for the previous AY and the cumulative total of your entire military career.

The best time to ensure you're receiving all your retirement points is now, rather than waiting until you are planning retirement.

The points statement breaks down all retirement points earned into several sections:

- Correspondence Course Points
 - Drill Duty (IDTs/ATPs)
 - Membership Points
 - Sub and Adjusted Totals
 - Funeral Duty
 - Active Duty
 - Total
-

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

My Reserve Point Statement

Select the My Reserve Points Statement link from the Self-Service Employee pagelet.

The screenshot shows the 'Employee' self-service page with three main sections: Profile, Tasks, and View. The 'View' section contains a list of links, with 'My Reserve Points Statement' highlighted by a red rectangular box.

Profile	Tasks	View
Workflow User Preferences	PCS eResumes	My Profile
	My Airport Terminal Orders	Member Training Rating
	Emergency Contacts	My Reserve Points Statement
	Home and Mailing Address	My Reserve Drills
	Phone Numbers	View My Payslips (AD/RSV)
	Allotments	View Pre-2015 Paycheck (JUMPS)
	Direct Deposit	Test Results
	Federal & State Tax Elections	Member Info Additional
	Create e-Resume	View My Worklist
	12 More...	10 More...

The Reserve Points will display and identify:

- Total Qualifying Service Years for retirement eligibility
- Career to Date Total Points earned
- Identify all points earned by Anniversary Year
- Points earned for current and immediate past Fiscal Year

The screenshot shows the 'Reserve Points' page for user 'Serius Snape' (EMP ID: 1234567). It displays two tables of points earned. The first table is for 'Employee's Anniversary Year' and the second is for 'Fiscal Year'. Both tables show columns for From, Through, Qualifying Year, and various point categories (IDT, ATP, RMP, Course, Membership, FHD, REG AD, RSV AD, Total Adjusted, Total NonAdjusted).

From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
09/07/2014	09/06/2015		46	0	0	0	0	0	0	9	55	55
09/07/2013	09/06/2014		52	0	1	0	15	0	0	13	81	81
09/07/2012	09/06/2013		60	0	1	6	15	0	0	25	107	107
06/14/2012	09/06/2012		9	0	1	0	3	0	0	23	36	36

From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted
10/01/2014	09/30/2015		44	0	0	0	0	0	0	9	0	53
10/01/2013	09/30/2014		54	0	1	0	0	0	0	0	0	55

Scroll down the page to view any prior military service.

The screenshot shows the 'Prior Service' table, which lists military service history. The table includes columns for From, Through, Branch, Grade, Qualifying Year, and various point categories (IDT, ATP, RMP, Course, Membership, FHD, REG AD, RSV AD, Total Adjusted, Total NonAdjusted).

From	Through	Branch	Grade	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD
09/07/2011	06/13/2012	National Guard			40					23	12	3
09/07/2010	09/06/2011	National Guard			20						15	224
09/07/2009	09/06/2010	National Guard			44					24	15	6
09/07/2008	09/06/2009	National Guard			43					18	15	130
09/07/2007	09/06/2008	National Guard			48						15	20
09/07/2006	09/06/2007	National Guard			48					29	15	23
09/07/2005	09/06/2006	National Guard			46					4	15	34
09/07/2004	09/06/2005	National Guard			44					79	15	27
09/07/2003	09/06/2004	National Guard			26						15	157

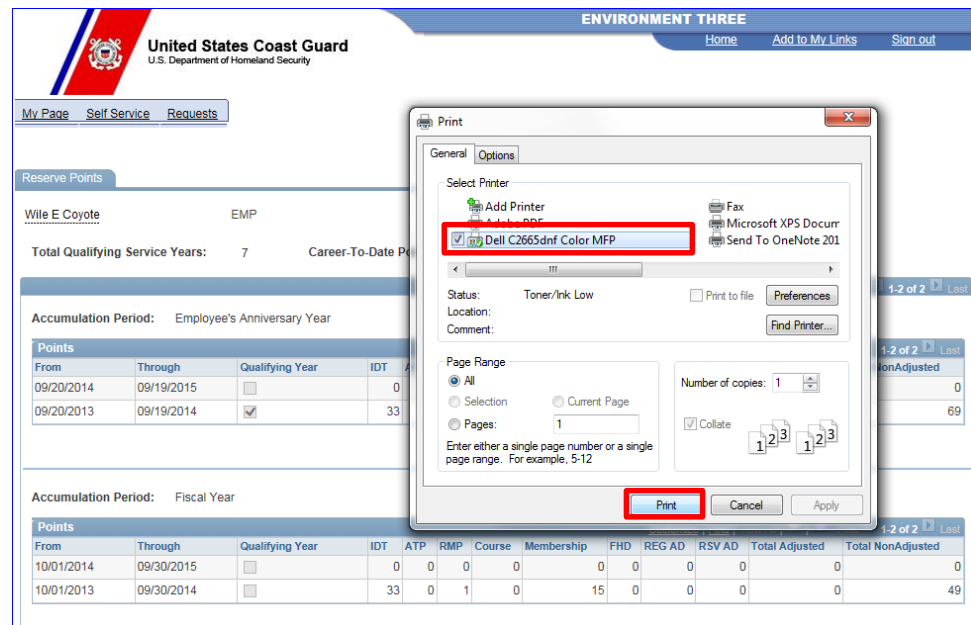
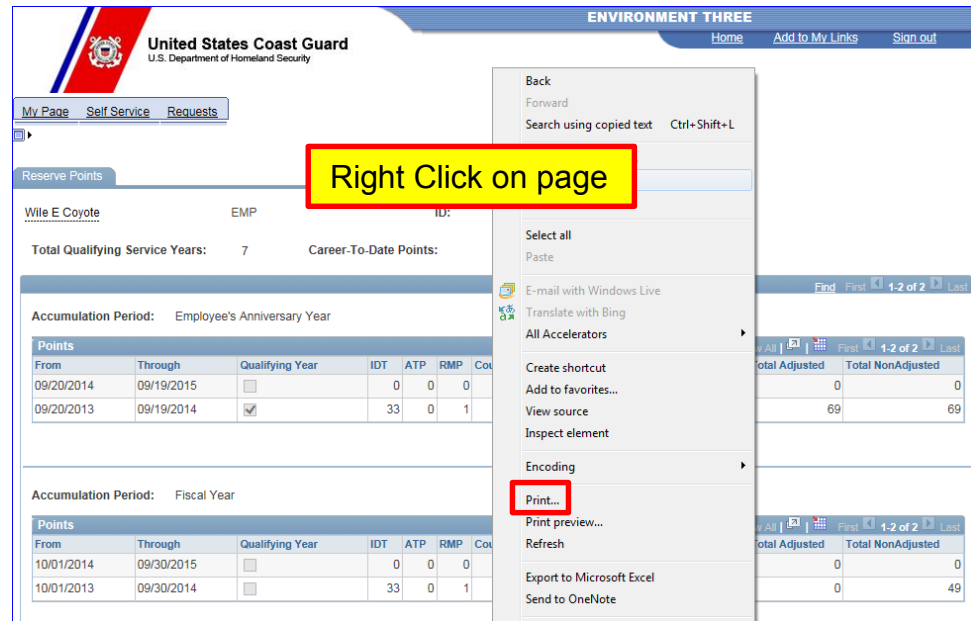
Continued on next page

My Reserve Points/Reserve Member Balances, Continued

My Reserve Point Statement (cont)

To print the Point Statement:

- Right click on the page
- Select the Print option
- Select the printer
- Click the Print button



Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Reserve Member Balances

Select the Reserve Member Balances link from the Reserve Administration pagelet.



Reserve Administration

[IDT Drills](#) [Member Training Rating](#)

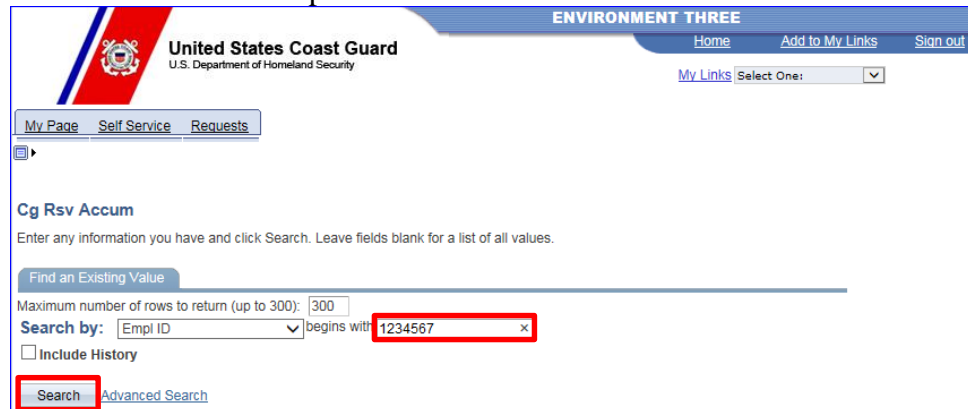
[Annual Screening Questionnaire](#) **[Reserve Member Balances](#)**

[Member Status Change](#) [Training Status](#)

[View Member Drills](#) [Reserve Orders](#)

[MGIB Enrollments](#) [RSV Order Discrepancies](#)

Enter the Members Empl ID and click the Search button.



United States Coast Guard
U.S. Department of Homeland Security

ENVIRONMENT THREE

Home Add to My Links Sign out

My Links Select One: ▾

My Page Self Service Requests

Cg Rsv Accum

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

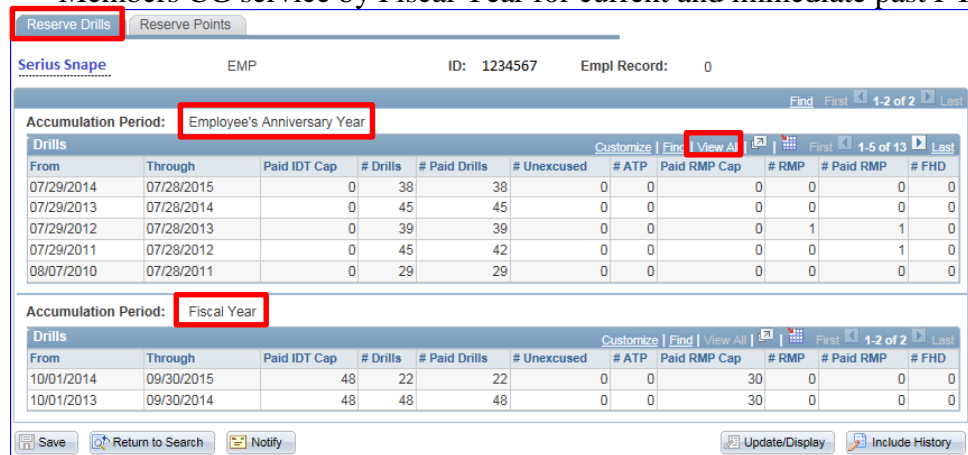
Search by: Empl ID ▾ begins with 1234567 x

☐ Include History

Search Advanced Search

The Reserve Member Balances page will display. There are two tabs, the Reserve Drills and Reserve Points tab. Click the View All link. The Reserve Drills tab will identify:

- Members CG service by Anniversary Year
- Members CG service by Fiscal Year for current and immediate past FY



Reserve Drills Reserve Points

Serius Snape EMP ID: 1234567 Empl Record: 0

Find First 4-2 of 2 Last

Accumulation Period: **Employee's Anniversary Year**

Customize Find View All

From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD
07/29/2014	07/28/2015	0	38	38	0	0	0	0	0	0
07/29/2013	07/28/2014	0	45	45	0	0	0	0	0	0
07/29/2012	07/28/2013	0	39	39	0	0	0	1	1	0
07/29/2011	07/28/2012	0	45	42	0	0	0	0	1	0
08/07/2010	07/28/2011	0	29	29	0	0	0	0	0	0

Accumulation Period: **Fiscal Year**

Customize Find View All

From	Through	Paid IDT Cap	# Drills	# Paid Drills	# Unexcused	# ATP	Paid RMP Cap	# RMP	# Paid RMP	# FHD
10/01/2014	09/30/2015	48	22	22	0	0	30	0	0	0
10/01/2013	09/30/2014	48	48	48	0	0	30	0	0	0

Save Return to Search Notify Update/Display Include History

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Reserve Member Balances (cont)

Click the Reserve Points tab. The Reserve Points tab will identify:

- Reserve Retirement Points credited for each AY
- Reserve Retirement Points credited for current and immediate past FY

Reserve Drills

Reserve Points

Serius Snape

EMP

ID: 1234567

Empl Record:

Total Qualifying Service Years: 16

Career-To-Date Points: 4033.000

Find

First

1-2 of 2

Last

Accumulation Period: Employee's Anniversary Year

Points														Customize	Find	View All	Print	First	1-13 of 13	Last
From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted								
07/29/2014	07/28/2015	<input type="checkbox"/>	38	0	0	0	0	0	0	0	38	38								
07/29/2013	07/28/2014	<input checked="" type="checkbox"/>	45	0	0	0	15	0	0	42	102	102								
07/29/2012	07/28/2013	<input checked="" type="checkbox"/>	39	0	1	0	15	0	0	12	67	67								
07/29/2011	07/28/2012	<input checked="" type="checkbox"/>	45	0	0	0	15	0	0	12	72	72								
08/07/2010	07/28/2011	<input checked="" type="checkbox"/>	29	0	0	0	15	0	0	43	87	87								
07/29/2010	08/03/2010	<input checked="" type="checkbox"/>	0	0	0	0	0	0	6	0	6	6								
07/29/2009	07/28/2010	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365								
07/29/2008	07/28/2009	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365								
07/29/2007	07/28/2008	<input checked="" type="checkbox"/>	0	0	0	0	0	0	366	0	366	366								
07/29/2006	07/28/2007	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365								
07/29/2005	07/28/2006	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365								
07/29/2004	07/28/2005	<input checked="" type="checkbox"/>	0	0	0	0	0	0	365	0	365	365								
06/17/2004	07/28/2004	<input checked="" type="checkbox"/>	0	0	0	0	0	0	42	0	42	42								

Accumulation Period: Fiscal Year

Points														Customize	Find	View All	Print	First	1-2 of 2	Last
From	Through	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	Total Adjusted	Total NonAdjusted								
10/01/2014	09/30/2015	<input type="checkbox"/>	22	0	0	0	0	0	0	0	0	22								
10/01/2013	09/30/2014	<input type="checkbox"/>	48	0	0	0	0	0	0	0	0	48								

Scroll down the page to view any Prior Military Service. Click the View All link.

Prior Service													
From	Through	Branch	Grade	Qualifying Year	IDT	ATP	RMP	Course	Membership	FHD	REG AD	RSV AD	
07/29/2003	06/16/2004	Navy Reserve	E4	<input type="checkbox"/>						13			
07/29/2002	07/28/2003	Navy Reserve	E4	<input type="checkbox"/>						15			
07/29/2001	07/28/2002	Navy Regular	E4	<input checked="" type="checkbox"/>						14		14	
07/29/2000	07/28/2001	Navy Regular	E4	<input checked="" type="checkbox"/>								365	
07/29/1999	07/28/2000	Navy Regular	E4	<input checked="" type="checkbox"/>								366	
07/29/1998	07/28/1999	Navy Regular	E4	<input checked="" type="checkbox"/>								365	
07/29/1997	07/28/1998	Navy Reserve		<input checked="" type="checkbox"/>						4		272	

Continued on next page

My Reserve Points/Reserve Member Balances, Continued

Corrections

Any Reserve duty performed with or without pay can be verified by reviewing the My Reserve Points and My Reserve Drills in Direct Access.

If you are missing any Reserve duty, your SPO should be the first point of contact to verify if documentation has been submitted into DA.

Correspondence Course Points:

- Coast Guard correspondence course retirement points are automatically entered into DA by the CG Institute. If you are not credited with course retirement points, you should contact the CG Institute. Your unit Educational Services Officer (ESO) will have contact information.
- Non-Coast Guard correspondence course point corrections are forwarded to your Servicing Personnel Office (SPO) for entry into DA. You will need an official course completion letter or other documents displaying a completion date, along with the amount of retirement points it is worth.

Prior Military Service: All corrections to prior military service must be submitted to PPC (ADV). Copies of Official documentation of prior service must be forwarded for correction. Some examples of documentation include:

- DD214s/DD215s for any Active Duty performed
- Prior Service Retirement Points Statements
- NGB-22s (National Guard)

Requests for corrections should be forwarded via your command to:
Commanding Officer (ADV)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

Complete details for submission for correction can be found at:

<http://www.uscg.mil/ppc/adv.asp>

Note: If requesting a Statement of Creditable Service (SOCS), also request a Points Statement correction. They will not automatically do both.

[illegible]

Advancements

Introduction



This section provides an overview of the Coast Guard Reserve Enlisted Advancement process. The following topics will be discussed:

- Reserve Service-wide Examination (RSWE) Announcement
- Eligibility Requirements/Deadlines
- Personnel Data Extract (PDE)
- RSWE
- Eligibility List/Profile letters
- Supplemental Advancements

PPC (ADV) is the main point of contact for any questions concerning the RSWE process. Any inquiries can be sent directly to PPC-DG-ADV.

SWE Announcement

CG PSC will issue an ALCGRSV to announce the RSWE cycle. This very important message identifies the requirements and responsibilities to participate in the RSWE process.

You should read this message in its entirety.

All eligibility requirements to compete in the RSWE must be met by 1 July preceding the exam. Some examples of eligibility requirement changes that are outlined in an ALCGRSV are:

- End of Course Test (EOCT) changes/waivers
 - RSWE waivers, and
 - Correspondence Course requirements.
-

RSWE

The RSWE is held each year the third Saturday in October.

Continued on next page

Advancements, Continued

Eligibility Requirements

Eligibility requirements are contained in References (a), and the ALCGRSV. Advancement Eligibility requirements for competing in the RSWE process are contained in:

[Enlisted Accessions, Evaluations and Advancements COMDTINST M1000.2](#)

A link to the OCT 2015 RSWE announcement message ([ALCGRSV 045/15](#)), is provided as an example for review.

PPC (ADV) has created a reference tool as a quick review of eligibility requirements in a single spreadsheet. **Remember, this is a tool and is not official policy.** Review the actual policies and procedures outlined in the references.

[OCT 2015 PPC \(ADV\) RSWE Eligibility Criteria](#)

PDE's

The Personnel Data Extract (PDE) is viewable in Direct Access. **It is the member's responsibility to review and validate the PDE!**



The PDE extracts data from DA and determines eligibility for the RSWE. All the eligibility criteria and deadlines for the RSWE are outlined in the ALCGRSV. Members should review their PDE immediately when available and bring any discrepancies to the command. The PDE can be viewed in DA by selecting RSWE PDE link from the Self Service Employee pagelet. Detailed information for verification can be found at:

[PPC Procedures and Development web page, E-Learning tab](#)

Failure to review and correct your PDE could result in ineligibility to participate in the RSWE or could incorrectly identify final multiple and placement on the Reserve Advancement Eligibility List.

Note: We recommend that you print your PDE each year and keep it in your records since they are annually replaced with the most current version.

Continued on next page

Advancements, Continued

PDE's
(continued)

Sample PDE – Not Eligible

USCG PERSONAL DATA EXTRACT FOR THE BMCS OCT 2014 SWE

PERSRU ACTION (IF NECESSARY)

DATE RCVD: _____ PERSRU YN: _____
DATE CORRECTIVE ACTION TAKEN: _____
DATE RETURNED TO MEMBER: _____

Rate, Name: BMC Pan, Peter EmplID: 1234567
Perm Unit: 000367 CG STA VACATION OFFAC: 11 11111
Exam Board: 008360 SEC BUENA VISTA OFFAC: 11 11111

Cand Status: Not Eligible

IT IS YOUR RESPONSIBILITY TO REVIEW THE BELOW INFORMATION FOR ACCURACY

POINTS START DATE (PSD): 07/02/2011 AWARD POINTS UP TO SED: 3
SWE ELIGIBILITY DATE (SED): 07/01/2014 EER Points UP TO SED: 41.6
TERMINAL ELIGIBILITY DATE (TED): 01/01/2015 TIME IN SERVICE UP TO TED: YR: 23 MO: 00 DA: 15
PAY BASE DATE (PBD): 12/17/1991 TIME IN RATING UP TO TED: YR: 02 MO: 10 DA: 00
DATE OF RANK IN RATING (DOR): 03/01/2012

Evaluations:

Effective Date	Competency Type	Total Points	Rating
09/30/2013	CON	0	S
09/30/2013	LEAD	35	
09/30/2013	MIL	12	
09/30/2013	PERF	39	
09/30/2013	PROF	44	
09/30/2012	CON	0	S
09/30/2012	LEAD	39	
09/30/2012	MIL	12	
09/30/2012	PERF	44	
09/30/2012	PROF	45	

Creditable Awards:

Award	Award Points	Issue Date
CG Achievement Medal	2	11/17/2012
CG Reserve Good Conduct Medal	1	07/13/2011

AS OF 07/02/2014 YOU ARE NOT QUALIFIED FOR ADVANCEMENT DUE TO THE FOLLOWING REASON(S):
-- CPO ACADEMY-NO CPO Academy -- COURSES-EPME-8 AQE NOT Complete -- DWO COURSE-DWO
Course NOT Done or Expired

Continued on next page

Advancements, Continued

PDE
(continued)

Sample PDE – Eligible

USCG PERSONAL DATA EXTRACT		PERSRU ACTION (IF NECESSARY)	
FOR THE BMC OCT 2014 SWE		DATE RCVD:	PERSRU YN:
		DATE CORRECTIVE ACTION TAKEN:	
		DATE RETURNED TO MEMBER:	
Rate, Name: BM1	Hook, Captain	EmplID:	1234567
Perm Unit: 000367	CG STA VACATION	OPFAC:	11 11111
Exam Board: 008360	SEC BUENA VISTA	OPFAC:	11 11111
Cand Status: Eligible			
IT IS YOUR RESPONSIBILITY TO REVIEW THE BELOW INFORMATION FOR ACCURACY			
POINTS START DATE (PSD): 05/14/2012 AWARD POINTS UP TO SED: 2			
SWE ELIGIBILITY DATE (SED): 07/01/2014 EER Points UP TO SED: 42.34			
TERMINAL ELIGIBILITY DATE (TED): 01/01/2015 TIME IN SERVICE UP TO TED:YR:08 MO:06 DA:05			
PAY BASE DATE (PBD): 06/27/2006 TIME IN RATING UP TO TED:YR:02 MO:07 DA:00			
DATE OF RANK IN RATING (DOR): 06/01/2012			
Evaluations:			
Effective Date	Competency Type	Total Points	Rating
05/31/2014	CON	0	S
05/31/2014	LEAD	39	
05/31/2014	MIL	10	
05/31/2014	PERF	44	
05/31/2014	PROF	45	
05/31/2013	CON	0	S
05/31/2013	LEAD	39	
05/31/2013	MIL	10	
05/31/2013	PERF	45	
05/31/2013	PROF	45	
Creditable Awards:			
Award	Award Points	Issue Date	
CG Comdt Ltr of Comm Ribbon	1	11/07/2013	
CG Reserve Good Conduct Medal	1	06/26/2012	
ULTIMATE DETERMINATION OF YOUR QUALIFICATION LIES WITH YOUR COMMAND.			
YOUR BMC SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD LOCATED AT:			
008360 - SEC SE NEW ENG CMD CENTER OPFAC: 01 37020			

Continued on next page

Advancements, Continued

Profile Letter/ Eligibility List

The Profile Letter and the RSWE Eligibility List are created upon completion of the exam cycle. All creditable points are calculated into a final multiple which determines placement on the RSWE Eligibility List, and the Profile Letter breaks down the final multiple into separate categories.

For further information concerning calculation of final multiple, refer to Reference (a).

The PDE can be viewed in DA by selecting RSWE Profile Letter link from the Self Service Employee pagelet. Detailed information for verification can be found at:

[PPC Procedures and Development web page, E-Learning tab](#)

SWE Exam Profile			
PROFILE LETTER FOR THE RESERVE BMC OCT 2014 SWE			
BM1	Hook, Captain	1234567	, USCG
Perm Unit:	000111	CG STA VACATION	OPFAC: 11 1111
The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414 (series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the BMC exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.			
SECTION TITLES OR QUAL REFERENCES		% ANSWERS CORRECT	
1	ADMINISTRATION	37.50	
2	OPERATIONS AND SEAMANSHIP	35.14	
3	PILOTING AND NAVIGATION	43.48	
4	COMMUNICATIONS	25.00	
5	MAINTENANCE	22.73	
6	ORDNANCE	25.00	
7	TRAINING	12.50	
8	HONORS AND CEREMONIES	18.18	
9	EPME - E7	36.00	
TOTAL TEST		31.33 %	RANK 72 OF 77
The Final Multiple Points which will determine your placement on the eligibility list are:			
SERVICEWIDE EXAM:	34.84	TIR PRESENT PAYGRADE:	5.17
PERFORMANCE FACTOR (MARKS):	42.3400	MEDALS/AWARDS:	2.00
TIME IN SERVICE:	8.5000	CREDITABLE SEA POINTS:	0.00
		SURF DUTY POINTS:	0.000
TOTAL FINAL MULTIPLE:		92.8500	

Continued on next page

Advancements, Continued

**Maximum
Final Multiple
Points**

SWE ____

Evaluations ____

Awards ____

TIS ____

TIG ____

Sea Duty/Surfman N/A

Total Possible Final Multiple Points: 170.

[Coast Guard Enlisted Accessions, Advancements, and Evaluations
COMDTINST M1000.2](#)

**Supplemental
Advancements**

In addition to the RSWE process, members may be eligible for advancement via the CG Supplemental Advancement (SA) process. Coast Guard Personnel Command (EPM) will announce annually via ALCOAST, all eligibility requirements and procedures for the SA process. The current ALCOAST can be reviewed on [PPC Advancements Web Page](#)

All eligibility requirements for advancement via the SA process are the same as for the RSWE with the following exceptions:

- May be placed on the SA Eligibility List at any a time upon completion of the eligibility requirements,
- Requires command to submit a request via email to CMD-DMB-CG-PPC recommending placement on SA list.
- Current Supplemental Advancement message [ALCOAST 488/14](#).

**Advancement
of “A” School
Graduates**

Advancement of “A” School Graduates to E-3 or E-4 is **Not** automatic!

- Not all members who graduate A School are advanced to the next pay grade due to not meeting the Time in Grade requirement (6 months as E2 or E3).
- Members must initiate advancement by submitting a request via the chain of command.
- Verify advancement by reviewing the Pay Slip!

[illegible]

Retirement/RC-SBP

Introduction

In this section we will discuss eligibility, benefits and processing for Reserve Retirement.

We will discuss the following topics:

- 20 Years of Satisfactory Service letter
 - Retirement Options
 - Benefits
 - Retired Pay Calculator
 - Reserve Component Survivor Benefit Plan (RC-SBP)
-

Objective

The objective of this section is to provide information and procedures to earn Reserve Retirement eligibility.

References

- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (b) Military Civil and Dependent Affairs Manual, COMDTINST M1700.1
 - (c) PPC Topeka Retirement and Annuitant Services (ras) web-site
 - (d) Reserve Job Aid Tools
-

Satisfactory Service

To be eligible for Reserve Retirement and receive a 20 year Reserve Satisfactory Service letter, you must have completed 20 years of satisfactory federal service and it must be documented on your Reserve Retirement Point Statement.

A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year, during which you are credited with a minimum of 50 retirement points.

An accumulation of 20 years of creditable service is required to qualify for non-regular retired pay.

Continued on next page

Retirement/RC-SBP, Continued

- 20 Year Letter** Upon receipt of your 20 years of Reserve Satisfactory Service letter, you may either:
- Continue to serve in the SELRES
 - Submit a retirement request in writing using Form CG-2055A for either RET-1 or RET-2 status.

Note: Federal Law requires that you MUST declare RC-SBP election via Form CG-11221 upon reaching retirement eligibility. Failure to submit required documentation will default to maximum coverage election.

Sample 20 Year Letter

MEMORANDUM	
From: CG PPC (RAS)	Reply to Attn of:
To: «RNK» «FIRST» «MI». «LAST» «SSN», USCGR	
Subj: NOTIFICATION OF COMPLETION OF SATISFACTORY FEDERAL SERVICE FOR RETIREMENT	
Ref: (a) 10 U.S.C. 12732	
<p>1. You are hereby notified that you have completed at least twenty years of satisfactory federal service in accordance with reference (a). You will be eligible to receive retired pay when you reach age 60 on «M_60_BDAY».</p> <p>2. You must continue to reenlist or extend your current enlistment contract until you are approved for transfer to retired without pay (RET-2) status, placed in the Inactive Status List (ISL), or reach age 60.</p> <p>3. Public Law 106-398 entitles you to participate in the Reserve Component Survivor Benefit Plan (RCSBP). The RCSBP permits you to provide an annuity for your spouse, spouse and children, children alone, or persons with an insurable interest in the event you die before reaching age 60. It is very important that you carefully read the options provided in the RCSBP Election Certificate (CG-PPC-11221), enclosure (1). <u>By law, you must make your choice within 90 days of the date of this letter.</u></p> <p>4. Enclosure (2) is your U.S. Coast Guard Reserve Retirement Point Statement (CG-4175A). Retirement points accrue up to age 60 unless you are placed in ISL or RET-2. After reaching age 60, no retirement points can be accrued unless you are recalled to active duty.</p> <p>5. Safeguard this letter of notification and a copy of your RCSBP Option Election Certificate because they will be used to determine your retired pay when you reach age 60. Provide a copy of this notification to your unit Commanding Officer.</p>	

Continued on next page

Retirement/RC-SBP, Continued

Retirement Options/Benefits

RET-1 - Retirement with Pay.

When you have completed 20 years of satisfactory federal service **and have reached age 60**, you are eligible for transfer to RET-1 status. Benefits are the same as Active Duty Retirement.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 CG
- Commissary/Exchange Benefits
- TRICARE Medical Plan
- TRICARE Retired Dental Plan
- Eligible to convert SGLI to VGLI

RET-2 - Retirement Awaiting Pay at age 60.

Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2. No longer entitled to pay/allowances or earning retirement points. Tricare Reserve Select terminates.

These are some of the benefits:

- Receive Retired Military ID Card DD Form 2 RESRET
- Commissary/Exchange Benefits
- TRICARE Retired Reserve
- TRICARE Retired Dental Plan
- Eligible to convert SGLI to VGLI

Early Retirement Eligibility

If you served on qualifying Active Duty as authorized by the National Defense Authorization Act for FY 2008, the eligibility age for receipt of retired pay may be reduced below 60 years of age.

The eligibility age for retired pay will be reduced by 3 months for each qualifying aggregate period of 90 days on which you performed active duty in any one fiscal year.

A request for eligibility and computation of time must be submitted in writing to PSC-rpm via a CG-2055A.

Complete eligibility requirements are contained in:

- ALCOAST 399-09
- ALCGRSV 051/09

Continued on next page

Retirement/RC-SBP, Continued

Retirement Request Procedures

Reserve retirements are processed by PPC(ras).

RET-1 Procedures:

When	Who	What Happens	Notes for Mbr
After receipt of Reserve Retirement Points Statement and retirement forms.	PPC(ras)	Mail Reserve Retirement Points Statement, Retirement Package and Retirement Certificates.	You will only receive this information if you NEVER requested Ret-2 status.
After receipt of Reserve Retirement Points Statement and retirement forms.	Member	Request transfer to RET-1 status by completing forms CG- 2055A (Reserve Retirement Transfer Request) and CG-4700 (Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election from http://www.uscg.mil/ppc/forms/ . Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.	
Retirement day	PPC(ras)	Transmit Endorsement on Orders transaction.	

Note:

Normally, reservists are voluntarily transferred to RET-2 status upon their request. There is one instance, however, where a reservist may be involuntarily transferred to RET-2 status. If an enlisted reservist has over 20 years satisfactory service, the reservist's enlistment expires, and the reservist fails to reenlist, the reservist may be involuntarily transferred to RET-2 status per Military Separations, COMDTINST M1000.4. In such cases, the reservist's SPO shall notify the CGPSC (rpm-2) that the reservist has failed to reenlist. CGPSC (rpm-2) shall in turn notify PPC (ras). PPC (ras) shall transmit Endorsement on Orders transactions to transfer the reservist to RET-2 status.

Continued on next page

Retirement/RC-SBP, Continued

Retirement Request Procedures (continued)

RET-2 Procedures

When	Who	What Happens	Mbr Notes
After completing 20 years of satisfactory service.	PPC(ras)	Sends "20 Year Letter" notifying member of eligibility for RET-2 Retirement. Include Reserve Component Survivor Benefit Plan election forms.	Do NOT mail Retirement Package until you are within one year of age 60 or early retirement age (if approved by RPM).
After receipt of "20 year letter".	Member	May request transfer to RET-2 status by completing form CG-2055A from http://www.uscg.mil/ppc/forms/ . Written requests are submitted to CGPSC (rpm-2) via the unit commanding officer. Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.	
Upon receipt of request for RET-2 Retirement	PPC(ras)	Forwards to member Retirement Information Package. Note: Members requesting RET-2 status who are not yet age 60 will receive retirement certificates now rather than at age 60 when transferred to RET-1 status.	
RET-2 Retirement day	PPC(ras) Member	Transmits Endorsement on Orders transactions to RET-2 status. Visit the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility for retired ID card. To find the nearest RAPIDS facility go to the following website: https://www.dmdc.osd.mil/rsl .	

Continued on next page

Retirement/RC-SBP, Continued

Retired Pay Calculator

Monthly retired pay will not be computed until eligible for Retired Pay (60 years of age unless authorized early retirement with pay).

The following examples are using the CURRENT Basic Pay rates.

Total credited Retirement Points \div 360 x 2.5% = Retired Pay Multiplier

EXAMPLE 1: $7,184 \div 360 = 19.955$ or 19.96

$19.96 \times 2.5\% (.025) = .4988$

RETIRED PAY MULTIPLIER = 49.88%

\$4897.80 (Base Pay E7 over 28) X 49.88% = \$2443.46

EXAMPLE 2: 75 Points per year X 27 years

$2100 \div 360 = 5.8333$ or 5.83

$5.83 \times 2.5\% (.125) = .1458$

RETIRED PAY MULTIPLIER = 14.58%

\$4897.80 (Base Pay E7 over 28) X 14.58% = \$714.26

RC-SBP

Reserve Component Survivor Benefit Plan – Effective 1 January 2001 upon completion of 20 years of Satisfactory service, you are required to either elect or decline enrollment in the RC-SBP program.

You will be automatically enrolled at the maximum level coverage unless you:

- Decline Coverage or
- Elect Reduced Coverage

Both elections require spousal concurrence.

Complete policy concerning RC-SBP can be found in Chapter 2.D.12 of the Military Civil and Dependent Affairs Manual, COMDTINST M1700.1

Continued on next page

Retirement/RC-SBP, Continued

RC-SBC Election Options

A: Defer election until age 60

- Automatic maximum coverage unless decline or elect reduced coverage
- No benefit of death occurs prior to age 60
- Opportunity to elect at age 60

B: Elect RC-SBP

- Elect annuity based on full or reduced amount
- Benefit when you **would have** reached age 60

C: Elect RC-SBP

- Elect annuity based on full or reduced amount
- Benefit if death occurs **prior** to age 60

RC-SBP Election Variables

There are many variables in eligibility and payment to beneficiaries under RC-SBP. You should refer to the Military Civil and Dependent Affairs Manual, COMDTINST M1700.1. Some examples are:

No Spouse, Children or Insurable Interest at the 20 year point.

- If you have no spouse, children or insurable interest at your 20 year service point then you are enrolled under option A. However, if you acquire a spouse and/or children at a later date, then you may elect to enroll **WITHIN ONE YEAR** from that date.
- If you do not elect an option within one year, you will remain under option A.

If you incur a change in dependency after initial election of Option B or C, you may:

- Suspend RC-SBP
- Voluntarily elect to cover former spouse

If you remarry after losing (divorce/death) your RC-SBP spouse, you may within one year of remarriage:

- Provide same coverage as previously elected
- Terminate spouse coverage
- Increase Base amount up to full

A useful tool to calculate SBP-RC costs using the 2012 Military Pay Scales can be found at: www.hrc.army.mil/calculators/SurvivorBenefitPayCalc.aspx

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Travel

Introduction	All Coast Guard members will perform some form of travel during their career requiring the preparation and submission of claims.
Objective	This section provides information to successfully locate references, navigate through Web TPAX, and see the common errors when submitting a PCS Claim (DD Form 1351-2).
Tutorials	All of the PPC TPAX tutorials can be found at the following links: http://www.uscg.mil/ppc/multimedia.asp#TPAX http://www.uscg.mil/ppc/webtpax/index.htm
Important Information	<p>Some important information to remember:</p> <ul style="list-style-type: none">• It is Required to submit a travel claim within 3 working days after the travel is performed.• In case of an audit, a member is REQUIRED to keep all orders, travel claims and receipts for 6 years and 3 months.• It is strongly recommended that members submit an authorization and have it approved in Web TPAX before travel begins.• PCS travel claims must still be mailed to Topeka.• Order Numbers (TONO) and Type of Order must match.<ul style="list-style-type: none">– 11 TONOs are:<ul style="list-style-type: none">▪ Normal (One trip 12 hours or greater – ADT).– 13 TONOs are: Blanket (Repeat travel under same TONO, and orders where submitting multiple travel claims throughout the duration of the orders).

Continued on next page

Travel, Continued

TDY Incidental Expenses

Effective 1 October 2014, Incidental expenses have been expanded to include CONUS laundry, baggage tips, and ATM fees.

Duty Day

Leave the **Duty Day** at default values.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
10/1/2012	DEP	66683 Topeka, KANSAS	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/1/2012	ARR	33131 Miami, FLORIDA	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	0	105.00	10.00	0
10/5/2012	DEP	33131 Miami, FLORIDA	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/5/2012	ARR	66683 Topeka, KANSAS	MC	<input type="checkbox"/>			NLG		0	0.00	0.00	0

Settlements for Long Term TDY

Either the “Authorization” or the “initial settlement” must be completed identifying the actual inclusive beginning and ending dates for the entire period of the orders.

TPAX allows members to complete a settlement at any time while on long term Reserve Orders. Members can only submit multiple claims on orders with “13” type TONOs.

Within TPAX, complete settlements using “L.T.TDY.” There are three options in TPAX using this function:

L.T. TDY – Beginning (initial settlement)

L.T. TDY – Middle (any settlement between initial and end of orders)

L.T. TDY – Ending (final settlement upon completion of orders)

A complete Tutorial for processing LT TDY settlements is available in PPC Web at: <http://www.uscg.mil/ppc/multimedia.asp#T-PAX>

PCS Travel Claim Problem Areas

The following blocks show the most common problem areas on PCS Travel Claims.

5. TYPE OF PAYMENT (X as applicable)			
<input type="checkbox"/>	TDY	<input type="checkbox"/>	Member/Employee
<input type="checkbox"/>	PCS	<input type="checkbox"/>	Other
<input type="checkbox"/>	Dependent(s)	<input type="checkbox"/>	DLA

- **Member/Employee:** Check if the mbr/employee traveled.
- **Dependent(s):** Check if dependent(s) traveled with member.
- **DLA:** Check if want to be reimbursed for DLA.

This box MUST be checked even if member was already given advanced DLA prior to PCS travel.

Continued on next page

Travel, Continued

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2BRC-SBP

Election
Variables,
continued

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
e. E-MAIL ADDRESS			

This block must have member's current residential address at new PDS. If the member has not secured a new residence, put the Duty Station's address and make note of this in block 29 Remarks.

9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
--

Remember that this box only represents **TRAVEL** Advances that member has received, not Advanced Pay or Advanced BAH.

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS <i>(Include Zip Code)</i>

This block must list dependent(s) residential address at the old PDS vice the new PDS. **Block 13 cannot be the same address as block 6.** This shows that the dependent(s) relocated and can be reimbursed dependent(s) travel entitlements and DLA with dependents.

Continued on next page

Travel, Continued

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2BRC-SBP

Election

Variables,

continued

15. ITINERARY			c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

Make sure you fill out all of the appropriate blocks for each leg of travel. The abbreviations for these boxes can be found on page 2 of the DD Form 1351-2.

16. POC TRAVEL (X one)		OWN/OPERATE		PASSENGER
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This block must be checked “Own/Operate” for reimbursement of monetary allowance in lieu of transportation (MALT).

20.a. CLAIMANT SIGNATURE

This block ***MUST*** have member’s original hand written signature in ***blue ink***. Photo copies (including color copies), electronic signatures, stamped signatures, and certified to be true copies are not authorized.

Scanning Documents

As per ALCOAST 235/15, PPC is highly encouraging travelers to use the “Manage Image” button within WEBTPAX for members to attach readable scanned .PDF documents/images to be included with ALL TDY advance requests and TDY settlement claims.

A step-by-step tutorial on the use of “Manage Images” button is available on the PPC Travel Branch webpage at:

<http://www.uscg.mil/ppc/travel/ScannedDocumentsInTPAX.pdf>

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